

Coal City Community Unit School District #1

**Early Childhood Center
&
Elementary School**

2017–2018 Handbook

Grades Pre-K – 3



It is the Mission of the Coal City Community Unit School District #1 to prepare today's learners for tomorrow's challenges.



www.coalcity.k12.il.us

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2017 - 2018 Welcome

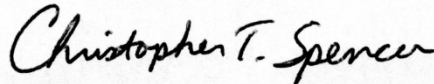
The faculty and staff of Coal City Early Childhood Center and Coal City Elementary School would like to welcome everyone to the 2017-2018 school year. We are excited to start the school year and are looking forward to continuing the process of preparing a community of learners.

A partnership between school and home is essential to the success of our students. Your partnership with the school will help your child both academically and socially throughout life. We hope to continue this partnership to help all students be successful.

The Early Childhood Center and Elementary School have set a high standard of academic achievement in the past and we strongly encourage students to do and be their best at all times.

If we can be of any assistance to you please feel free to contact us with questions or comments at 815-634-2334.

Sincerely,



Christopher T. Spencer, Principal
Coal City Early Childhood Center and Coal City Elementary School

Board of Education

Mr. Ken P. Miller, President
Mr. Shawn Hamilton, Vice-President
Mrs. Mary Gill, Secretary
Mr. Robert Bianchetta
Mr. Jeff Emerson
Mr. Quint Harmon
Mr. Chuck Lander

District Administration

Dr. Kent Bugg – Superintendent
Mr. Jason Smith – CSBO
Mrs. Tammy Elledge – Director of Curriculum & Instruction
Mrs. Sandy Rakes – Director of Special Populations

Mr. Mitch Hamann – High School Principal
Mrs. Jennifer Kenney – Assistant Principal

Mr. Travis Johnson – Middle School Principal
Mr. Thomas Ruzinok – Assistant Principal

Mrs. Tracy Carlson – Intermediate School Principal

Mr. Christopher Spencer – Early Childhood Center & Elementary School Principal
Ms. Amanda Davidson – Early Childhood Center & Elementary School Assistant Principal
Assistant Director of Special Populations

Coal City Early Childhood Center

Grades Pre-K - 1

Staff Listing

Principal

Christopher Spencer

Assistant Principal

Amanda Davidson

Secretary

Tracy Warner
Carol Talty

Social Worker

Kailee Marketti

School Psychologist

Abby Dimitrijevic

Early Childhood Special Education

Danielle Gubelman
Hayley Stout
Jordan Wilson

Instructional Classroom

Arica Smith

Kindergarten

Jill Duffy
Kim Haab
Jennifer Muscato
Todd Painter
Josh Quigley
Kelly Steichen
Mallory Steinke
Aimee Wren
Jessica Zierman

Special Education K-2

Lindsey Hoegger

First Grade

Jamie Frazier
Belinda Green
Angie Phillips
Sarah Quigley
Jennifer Rhodes
Tiffany Stewart
Tricia Togliatti
Pam Vigna
Abigail Wilkinson

Pre-School

Britt Harseim

Art

Rachel Prendergast

Spanish

Ronnie Aldridge
Carrie Troll

Librarian

Marianne Melvin

Music

Ann Kodat

Physical Education

Rodney Monbrum

Speech Pathology

Kara Doglio
Margaret Marsaglia
Cassie Spicer

Reading Specialist

Amy Aichele

OT/PT

Jen Swanson

Nurse

Melissa Vigna

Recess Supervisors

Christina McClenning
Michelle Lovell

Lunchroom Supervisors

Jessica David
Nicole Wiltz

Teacher Aides

Amy Ahlenius
Jewel Anderson
Stephanie Barkley
Lauren Basham
Colleen Berta
Carol Bielfeldt
Sue Boresi
Tara Charles
Paula Crawford
Cheri Eikey
Jenn Endrst
Amy Giordano
Sue Hancock
Jordan Hill
Michele Hill
Julie Hutchings
Lori Johnson
Amy Leckrone
Jennifer McNabb
Kristen Togliatti

Cafeteria

Kathy Veronda
Brandi Krug
Shauna Pogliano

Copy Clerk

Erin Aichele

Custodians

Chad Kelly
Krystal Markle
Tracci Parkhurst
Gloria Smith

ECC Daily Schedule

7:45 Pupils may enter school
8:00 ECC starting time
2:45 ECC dismissal time

ECC Early Dismissal Schedule

7:45 Pupils may enter school
8:00 ECC starting time
11:30 ECC dismissal time

Coal City Elementary School

Grades 2-3

Staff Listing

Principal

Christopher Spencer

Assistant Principal

Amanda Davidson

Secretary

Chris Seerup

Amy DePodesta

Health Aide

Anne Watson

Social Worker

CJ Dziuban

School Psychologist

Abby Dimitrijevic

Special Education

Amy Ledvina

Stephanie Vahle

Special Needs

Katie Condon

Angie Legner

Lorie Shear

Reading Specialist

Katie Ludes

Second Grade

Amy Foley

Liz Hausman

Branden Petersen

Shelby Skubic

Connie Terrel

Jill Vironda

Third Grade

Chris Adkins

Cris Bormet

Megan Carlson

Darcy Forkal

Lori Hamilton

Brooke Hanley

Lori Watson

Art

Julie Brncich

Spanish

Veronica Aldridge

Librarian

Kathy Jiskra

Music

Dr. Cynthia Bennett-Valtman

Ann Kodat

Physical Education

Terese Bruzzino

Kelly Kauzlaric

Speech Pathologist

Amanda Patten

OT/PT

Jen Swanson

Recess Supervisors

Cindy Haddon

Heather Hunter

Lunch Room Supervisor

Rita Evans

Teacher Aides

Joan Frye

Genevieve Holcomb

Lisa Hootselle

Marianne Lepic

Sharon Moore

Cafeteria

Kathy Veronda

Kerry Morris

Kathy Starkey

Custodians

Jim McCord

Curtis Lackner

Kim Teague

Copy Clerk

Erin Aichele

ES Daily Schedule

7:50 Pupils may enter school

8:15 ES starting time

3:00 ES dismissal time

ES Early Dismissal Schedule

7:50 Pupils may enter school

8:15 ES starting time

11:45 ES dismissal time

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PHILOSOPHY

EVERY STUDENT WILL HAVE THE OPPORTUNITY TO ACHIEVE

OBJECTIVE

To complement the curriculum and to reinforce district outcomes. To give individuals the opportunity to achieve to the best of their ability. Coal City District #1 does not discriminate on the basis of sex in admission to its educational programs or activities. Questions regarding the application of Title IX and its implementing regulations may be referred to Jason Smith, Chief School Business Official, (815) 634-2287, jsmith@coalcityschools.org.

ADMISSION PROCEDURES

Kindergarten pupils must be five years of age on or before September 1. Before acceptance as an early childhood or kindergarten pupil, a physical examination and a record of immunization, vision, and dental must be provided; if not, the student is subject to exclusion from school (September 1 exclusion). Transfer students from other districts should present a State of Illinois transfer form as well as a report card from their former district.

A kindergarten pre-screening day is held each spring. Advance notice of this is announced by a parent bulletin and in local newspapers. Registration is held in August.

Children transferring into a Coal City Community District #1 school must present report cards or other proof of grade placement. Pupils moving from the district should notify the teacher or principal at least one week in advance. On the last day of attendance the pupil will be given a transfer sheet and a grade report. Test data and other information maintained by the school will be mailed to the pupil's new school when a request and signed authorization is received. Book rental refunds may be procured through the principal. Proof of residency and custody requires the following evidence:

Evidence presented (Original Documents):

Category I (all documents required):

1. Student's Birth Certificate,
2. Legal Custody Papers if student does not live with both birth parents Parent identification
3. Driver's License for notary purposes

Category II (one document required)

Mortgage papers, Real Estate Tax Bill, Real Estate Sales Agreement, or Lease Agreement

BUILDING HOURS

All pupils are to follow their respective building procedures for students in the schools after the regular scheduled class periods. No pupil shall remain in the building or on the grounds who is not under the direct supervision of a faculty member and has not received prior permissions of the faculty member to stay.

STUDENTS IN THE BUILDING

ECC students should arrive no earlier than 7:45 a.m. and Elementary School students should arrive no earlier than 7:55 a.m.

DISTRICT POLICIES

The Coal City Community Unit District No. 1 welcomes parents to contact the schools at any time to obtain information about the welfare of their child. We sincerely feel that the maximum educational benefit for the child will be obtained through mutual cooperation of student, parent and school.

The superintendent, principal, administrative personnel, any teacher, or any other person authorized to be in charge of a school function or event, including, but not limited to, bus drivers in the course of conveying students to and from school or school functions, are authorized to take such action in connection with student behavior as is reasonably desirable or necessary.

If you have any questions about school policies or procedures – see your counselor or administrators.

STUDENT RECORDS

The Coal City Community Unit District No. One will comply with the General Education Provisions Act (Section 438 of Public Law 93-380), commonly referred to as "Family Educational Rights and Privacy Act of 1974." **STUDENT RECORDS - NOTIFICATION OF RIGHTS OF PARENTS AND STUDENTS**

- 1) The student permanent record consists of basic identifying information, academic transcript, (including grades, class rank, college entrance test scores, graduation and/or grade level achieved), attendance record, health record, record of release of permanent information and other basic information. The permanent record shall be kept for 60 years after graduation or a non-transfer withdrawal.
- 2) The student temporary record consists of all information not required to be in the student permanent record including family background information, test scores, psychological evaluations, special education files, teacher anecdotal records, and disciplinary information. The temporary record will be destroyed entirely within five years after graduation or a non-transfer withdrawal.
- 3) Parents have a right to:
 - a) **INSPECT AND COPY ANY AND ALL INFORMATION** contained in the student record. There may be a small charge for copies, not to exceed 25 cents a page. This fee will be waived for those unable to afford such cost.
 - b) **CHALLENGE THE CONTENTS OF THE RECORDS** by notifying the principal or record custodian of an objection to information contained in the record. An informational conference will then be scheduled to discuss the matter. If no satisfaction is obtained, a formal hearing will be scheduled to be conducted by an impartial hearing officer.
 - c) **RECEIVE COPIES OF RECORDS PROPOSED TO BE DESTROYED.** The school will notify parents of the destruction schedule.
 - d) **INSPECT AND CHALLENGE INFORMATION PROPOSED TO BE TRANSFERRED TO ANOTHER SCHOOL DISTRICT** in the event of a move to another school district.
- 4) Local, state and federal educational officials have access to student records for educational and administrative purposes without parental consent. Student records shall also be released without parental consent pursuant to a court order or subpoena, or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or persons. **ALL OTHER RELEASES OF INFORMATION REQUIRE THE INFORMED WRITTEN CONSENT OF THE PARENT OF ELIGIBLE STUDENT.**
- 5) The following is designated as public information and may be released to the general public, unless the parents request that any or all such information not be released: student's name and address, grade level, birth date and place, parent's name and address, information on participation in school sponsored activities and athletics and period of attendance in the school.
- 6) A parent or student may not be forced by any person or agency to release information from the temporary record in order to secure any right, privilege or benefit, including employment, credit or insurance.
- 7) Full and complete copies of the laws, rules and regulations on student records are on file with the record custodian of each school and the superintendent of the district.

Custodians of the school records are the Guidance Counselors and Principals of the various attendance centers.

TRANSPORTATION

The State of Illinois has very strict legislation on the matter of school buses. Unit 1 is interested in carrying out these regulations to the letter in order to provide the most efficient and safe transportation possible. Usually common sense will clearly tell the pupil what his conduct should be in any school bus situation.

School bus riders, while in transit, are under the jurisdiction of the school bus driver. It is strongly recommended that all riders and parents of riders become thoroughly familiar with the following regulations governing school bus riders. These instructions should be followed to ensure the safety and well-being of all students on the bus and to assist the driver in the safe operation of the school bus vehicle.

- 1) Obey the driver's directions at all times.
- 2) Be on time at the designated school bus stops. **BUSES CANNOT WAIT FOR TARDY PUPILS.**
- 3) Expect to walk some distance to an established bus stop.
- 4) Stay off the road at all times while waiting for or getting off the bus. Form a line to board the bus.

- 5) No unauthorized stops will be made. Students who wish to get on or off the bus at a stop other than their own must have a permission slip signed by the school principal or his designee.
- 6) Cross in front of the bus when crossing road or highway. DO NOT CROSS IN BACK OF THE BUS.
- 7) Occupy the seat assigned by the bus driver. Sit erect with feet on the floor and out of the aisle. Keep hands and feet to yourself. Fighting, pushing or bothering others is prohibited.
- 8) Remain seated while bus is in motion. Enter or leave the bus by the entrance door, except in case of emergency.
- 9) Musical instruments are to be held by the owner. **Transportation of large instruments will be the parents' responsibility unless space is available to keep instruments in seats and out of aisles.**
- 10) Windows will be opened only with permission of driver. Keep head, hands and arms inside the bus. PAPER OR OTHER OBJECTS ARE NOT TO BE THROWN OUT THE WINDOWS.
- 11) Avoid shouting or other unnecessary disturbing noises. Drivers should not be distracted while the bus is in motion. Throwing of paper and other objects is prohibited in the bus.
- 12) Use of vulgar language or obscene gestures is prohibited.
- 13) Use of tobacco is prohibited by students while riding school buses.
- 14) Food, beverages, candy and gum are NOT permitted on the buses.
- 15) Vandalism or destruction of property will not be tolerated. Parents and students will be held responsible for damages, and loss of bus riding privileges may result.
- 16) Knives, firearms, weapons, animals, birds, reptiles and other potentially dangerous items will not be transported.
- 17) Evidence of use or possession of drugs or alcohol will result in notification of appropriate authorities.
- 18) This list of rules represents guidelines for appropriate behavior for school bus riders. ANY action which may jeopardize the safety and welfare of students, drivers or equipment may result in loss of riding privileges or other disciplinary action as deemed appropriate. Depending on the age of the student and nature of the violation, a warning may or may not be given.

Bus Evacuation Procedures:

- 1 The bus driver is in charge. Do exactly as you are instructed.
- 2 After everyone is seated, have two of your reliable older students open the rear door and jump down. They then help everyone else out of the bus. Everyone should line up a good distance from the bus until told to return.
- 3 Reseat everyone and have all students exit from the front door of the bus.
- 4 Reseat everyone and have half the students exit through the rear door and half exit through the front door.
- 5 Students should also be shown the pushout windows on the side of the bus. Even buses that do not have these types of windows can be exited by kicking out the side windows.

CANCELLATION OF SCHOOL

When situations arise that might necessitate the closing of school such as adverse weather and/or road conditions, a joint decision will be made by the school and the Unit No. 1 bus contractor and announced via the following radio stations.

WCSJ (Morris) AM Dial 1550 **WJDK** (Morris) FM Dial 95.7 **WJOL** (Joliet) AM Dial 1340 **WKMB** (Coal City) FM Dial 100.7

Parents and students are asked not to telephone the schools, the Superintendent or the Unit No. 1 bus contractor as this jams the telephone lines and makes necessary communications more difficult. We will also attempt to post the closing of school on our webpage at www.coalcity.k12.il.us, and we will attempt to contact you via our automated phone system.

School will be in session as per the normal schedule unless announced otherwise.

VISITORS

During the school day, visitors are asked to ring the doorbell located outside the Main office. All doors are kept locked during the day. Visitors must present a photo I.D. and receive a visitor badge.

Any person, unknown to the teachers or school staff, will not be permitted to contact a student unless proper identification has been presented by the student's parent or guardian.

Visitors will not be allowed to go down to the classrooms after the bell, unless prior arrangements have been made with the classroom teacher. The office will notify classroom teachers of items brought in for students.

Parents must sign out their child in the office when picking them up during the school day.

TARDINESS

It is the expectation of the Coal City School District that students arrive to school on time on a daily basis. Students **MUST** report to the office if they are tardy **BEFORE** going to their classroom. A parent or authorized adult must either escort and sign-in the tardy student in the office, or send a note. If the student has been to an appointment (dentist, doctor, etc.) a note must still accompany the child stating the reason for the tardiness.

In setting up our policy concerning tardiness, we used the following considerations:

1. When children are late, they lose valuable instruction time, and it causes a disruption to the class.
2. It takes the teacher additional time to explain or catch up the tardy student, which is unfair to the students who were on time.
3. It is the parent and student's responsibility for the student to arrive at school by the time that the school day begins.
4. It is not necessary to determine whose fault it is for being late. The fact that a student is late and has missed classroom time is sufficient to justify that lost time must be made up if that is the decision of the school principal.

Please make sure that your child arrives to school on time daily. It is necessary for them to understand the importance of this. In addition, the school reserves the right to contact appropriate county and/or state agencies to assist with a tardiness problem.

After 3 tardies, parents will be contacted by the administration. Consequences after tardies will be assessed and assigned by the administration. Students who are tardy are expected to make up any missed work on their own.

If you know your child will be tardy, please notify the school, in advance, and inform us if he/she needs a hot lunch.

TRUANCY

The Principal or designee shall file notice of truancy with the proper authorities to effect compliance with the compulsory attendance laws of the State of Illinois.

DISMISSAL PROCEDURES

Safety is always a primary concern of the staff. We are looking for ways to assure that children are safe at all times. At the end of the school day over 500 children leave our building at the same time, causing quite a crowd! Each of these children is concerned about meeting a crossing guard or catching a ride home and can sometimes forget to be careful of others.

In order to provide the safest school possible, a team of staff members has developed a dismissal procedure we will follow each day. Some general guidelines are listed below. Please review these guidelines with your child this evening and discuss with him/her the importance of being courteous and careful at all times. If you pick up a number of children after school that use different doors to exit the building, work this week to establish a regular meeting place in the school yard. Thank you for your help ... we look forward to a happy, safe school year!

COAL CITY ELEMENTARY SCHOOL END-OF-THE-DAY DISMISSAL PROCEDURES

General Guidelines:

- 1) All students should walk on the right side of the hallway.
- 2) Students should not stop for drinks in the hallway, as this blocks hallway traffic.
- 3) Bus students should use north/south hallways to get to buses (they should **not** exit near library and walk around outside of building.)
- 4) Walkers and riders should exit through mudrooms where this is appropriate **or** should use the exit closest to their classrooms to exit the building.

- 5) Students staying for afterschool activities (tutoring, Scouts, etc.) should use the hallways and take the most direct route from their classroom to the assigned afterschool area.
- 6) Primary teachers will walk students to the buses the first two weeks of school in order to establish a routine.
- 7) Students must always cross Broadway Street, Second Street, and Division Street at the crossing guards. **Please insist that your child use the crossing guard, which is provided for his/her safety.**
- 8) Although parents are always welcome, we would appreciate your help in eliminating as much congestion in the hallways as possible during dismissal time. Rather than entering the building to pick up your child, please establish an outdoor location to meet with your child after school. This will provide students greater safety in exiting the building.
- 9) So we can be assured that all students exit the grounds safely at the end of the day, students will not be permitted to play on equipment on the school grounds until after 3:30 p.m.

LUNCH PROGRAM

Hot lunches will be served beginning on the first full day of school at the Early Childhood Center and Elementary School. Milk will be available to students in Kindergarten. Extra milk and milk for students who bring their own lunches will be served at a minimum additional cost. Lunch periods will be determined at the beginning of the school year. Individual teachers will send daily schedules home at the beginning of the school year.

LUNCH FEES

Grades K-3: \$2.50

Breakfast: \$1.35

Extra Milk: \$.35

Extra milk charge is subject to change, if necessary.

LOCKERS

A student's school locker is the property of the school and must be used for the purposes intended: a storage area for books, school supplies and garments. (Only students in 3rd grade have lockers.) If school officials have a reasonable suspicion that the student has placed illegal or dangerous materials or substances in the locker, school officials may then search the locker, with or without the student's knowledge or consent. Students should not keep anything in their lockers that they would not want anyone else to find.

LOST AND FOUND

Considerable amounts of unclaimed clothing and personal items often accumulate. This loss can be greatly diminished if each item is **plainly marked with name tapes or ink**. Direct your child to look in the "lost and found" when he/she is missing items of clothing or school materials. If your child fails to do this, you may wish to contact the office yourself.

VALUABLES

Students are cautioned not to bring personal money or valuables to school: Jewelry and like items must be removed for physical education class and may be misplaced. Students are not to bring toys, cards, or games without prior permission from the classroom teacher or office.

FIELD TRIPS

At various times during the school year, students may take field trips. These trips are to complement classroom study. After a class has studied a particular subject, a fieldtrip may be taken to show the subject in real life application. All trips are made under the direct supervision of a teacher, and a school bus is usually used for transportation.

TELEPHONES – STUDENT USE

School phones are business phones; messages will be delivered for family emergencies. In an EMERGENCY, permission may be obtained to use the office phone.

CELLULAR PHONES

While in school or on school property, students may possess cellular radio telecommunication devices, including cellular telephones, only in accordance with the following requirements:

- 1) Cellular radio telecommunication devices may be used before or after school only. During the school day, cellular telecommunication devices must be turned off at all times. Programming such devices to vibrate rather than ring does not fulfill the "off" requirement.
- 2) During the school day, cellular radio telecommunication devices may not be displayed and must remain out of sight.
- 3) Cellular radio telecommunication devices may not be used to conduct any activities which violate Board policy, school rules, state law or federal law.
- 4) Cellular radio telecommunication devices may not be used in any manner which interferes with, or is disruptive to, educational or extracurricular activities or events.

The Board of Education assumes no responsibility or liability for cellular radio telecommunication devices brought to school property. Notwithstanding the rules set forth above, cellular radio telecommunication devices may be used at any time to respond to or report an emergency situation. Violations of this policy may result in disciplinary action, including detention, suspension and/or expulsion.

RESPECT FOR STAFF AND FELLOW STUDENTS

We expect every staff member to be treated with respect and dignity. Likewise, we expect the same behavior from staff towards students. It is imperative that teachers be in charge of their classes. Anything less than this would lead to a poor educational opportunity for all.

RESPONSIBILITY TO ALL SCHOOL STAFF

Every student in the Coal City Community Unit is under the supervision of **each** staff member within our school. Any district employee may reprimand a student for inappropriate behavior. Such violations will be reported to the principal for disciplinary procedures.

RIGHT AND RESPONSIBILITIES OF STUDENTS

When serious or habitual disciplinary problems occur, students will be referred directly to the principal or his designee. The areas listed below represent behaviors of such a serious nature that students will be subject to suspension from school. ANY conduct, in addition to those listed below, which is disruptive of educational processes, inimical to the welfare, safety or morals of other students or which is in defiance of proper authority may result in suspension and/or expulsion. DISTRICT GUIDELINES FOR DUE PROCESS WILL BE FOLLOWED AT ALL TIMES.

STUDENT BEHAVIOR CODE

The School Code of the State of Illinois states: 105 ILCS 5/2424 Maintenance of discipline. Teachers and other certified educational employees shall maintain discipline in the schools, including school grounds which are owned or leased by the board and used for school purposes and activities. In all matters relating to the discipline in and conduct of the schools and the schoolchildren, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians.

Nothing in this section affects the power of the board to establish rules with respect to discipline; EXCEPT THAT EACH BOARD MUST ESTABLISH A POLICY ON DISCIPLINE. AND THE POLICY SO ESTABLISHED MUST PROVIDE THAT A TEACHER MAY REMOVE A STUDENT FROM THE CLASSROOM FOR DISRUPTIVE BEHAVIOR AND MUST INCLUDE PROVISIONS WHICH PROVIDE DUE PROCESS TO STUDENTS.

The board may make and enforce reasonable rules of conduct and sportsmanship for the athletic and extracurricular school events. Any person who violates such rules may be denied admission to school events for not more than one year, provided that written ten days notice of the violation is given such person and a hearing had thereon by the board pursuant to its rules and regulations. The administration of any school may sign complaints as agents of the school against persons committing any offense at school events.

All of the rules and regulations of the district are meant to permit teachers to teach and students to learn without undue interference. The jurisdiction of the school over student conduct includes all of the following: the transportation of students to and from school, whether by bus, or other vehicle, or walking; the presence and actions of students on campus during the school day and at after school activities; and the school sanctioned activities that occur off campus. The school administration and staff will diligently manage and supervise student conduct in all programs maintaining the confidence of students, parents and the community

ATTENDANCE/ABSENTEEISM

The Illinois School Code requires: "Whoever has custody or control of any child between the ages of seven and sixteen years shall cause such child to attend some public school in the district wherein the child resides the entire time it is in session.

Just one visit to any classroom in our school system will impress the visitor with the number and range of activities in progress. The student who is absent, for whatever reason, misses these activities; no amount of effort can recreate them. With this in mind, concerned parents will never allow their child to miss school except for the most compelling reasons. Removing students from school for vacation trips is discouraged. Planning the family vacation to coincide with school vacations will insure that the student's best interests are being served. **Each school day missed during a vacation will be considered one day of absence and will be added to the student's total days missed for the school year.**

Regular attendance is essential if a student is to make use of the educational opportunities the district offers. It develops punctuality, dependability and responsibility in the student and contributes to academic achievement. Parents, guardians or those having legal custody or control of students are responsible for their children's regular school attendance.

The district shall not be liable for the educational progress of students who fail to maintain regular attendance habits, nor for the progress of students who are removed from the school for extended periods of time contrary to law or good educational procedure.

In 2011 the School Code was amended. According to Senate Bill 105 ILCS 5/26-2a, a chronic or habitual truant shall be defined as a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days. Under this law, students will be permitted 9 absences for the entire school year. Parents/guardians must still contact the school in order for these absences to be considered as excused absences.

I. Remediation Plan

In order to communicate with you, we will send letters to parents/guardians after 5 and 9 days of student absences and/or tardies to school. After 9 days of absences/tardies another letter will be sent as well as one or more of the following:

- Student conference with social worker
- Student conference with principal and School Resource Officer
- Phone call from principal
- Conference with student, parent, social worker, principal and Grundy County truancy liaison -Referral to Grundy County truancy officer

II. Excused Absences

An excused absence from school allows the student to receive full credit for missed work. The following circumstances will lead to an excused absent for the student:

- 1 Personal illness or injury
- 2 Medical and dental appointments
- 3 Serious illness or death in the family
- 4 Family Emergency
- 5 Court dates are excused absences if the student has a note from the probation officer saying they were required to appear in court.

III. Pre-Arranged Absences

Permission for a pre-arranged absence should be secured in the office at least 3 days in advance of the absence. Pre-arranged absence could include the following:

- 1 Family vacations
- 2 Required court appearances
- 3 Religious holiday or retreat

IV. Unexcused Absences

Most other absences, with the exception of those listed above, will be considered unexcused. Unexcused absences may include but are not limited to:

- 1 Truancy
- 2 Oversleeping

- 3 Missed the bus
- 4 Lack of ride to school
- 5 Private vehicle breakdown or failure to start
- 6 No phone contact with parent
- 7 Three or more consecutive absences without a doctor's note

Students are not to leave school during school hours for any reason without first checking out at the office. Failure to check out properly (ie. getting permission from a school official) will result in an unexcused absence and a truancy.

Teachers may not release pupils from school at other than the regular dismissal times without prior approval of the principal. No pupil will be released from school to go with any adult other than the custodial parent or guardian without the written permission of that parent or guardian.

Parents/Guardians are asked to notify the appropriate school by phone when their child will not be in attendance. If a parent/guardian is unable to contact the school, a signed note should be sent to school when the child returns. If a student misses three or more consecutive days of school, a doctor's note is required. If a doctor's note is not provided, the absences will be counted as unexcused.

Students are required to make up work, in a satisfactory manner, for all absences in order to receive course credit. By law, any student absent more than 5% of a school year --when unexcused or truant, will be referred to the Grundy County Truancy Officer.

CARE OF SCHOOL PROPERTY

This is your school. Please be proud of it. You will be expected to demonstrate reasonable care of all books and supplies issued to you. The same care should be shown towards school equipment, furniture, locker(s), buildings and grounds. Damage to school property will result in repayment for damage done and/or suspension from school not to exceed ten school days.

CLASSROOM EXPECTATIONS

Students are to be cooperative and ready to engage in instructional activities in the classroom at all times. If a student is sleepy or acting unusual in class, corridors, or on school grounds, for purpose of individual safety, the following will apply:

1. The office will be notified.
2. After contact by the principal or his designee, the student may be referred to the nurse.
3. If recommended by the nurse, the student's parents will be contacted and informed of the problem.
4. Parents may be asked to pick up the student from school.
5. Appropriate follow-up will occur as a need is demonstrated. Additionally, students should come to class with the necessary materials for full participation. These shall include, but not be limited to, pen/pencil, paper, notebook and texts (where applicable). You may be assigned to after-school or lunch detention for coming to class unprepared.

CAFETERIA PROCEDURES/RULES

1. Everyone who eats at school will be required to eat in the cafeteria. Students are not to eat in any other part of the building.
2. Pupils may participate in the school lunch program by paying the required costs. Pupils who qualify are entitled to free or reduced lunches in accordance with school regulations. Information in regard to free and reduced lunch prices and qualifications is available in the office of the principal.
3. Pupils using the school cafeteria are expected to conduct themselves in a manner approved by the school administration. Failure to do so may result in exclusion from the cafeteria.
4. All students share equally the responsibility for the cleanliness of the table where they sit.
5. Students should clear their area of the table of wrappers, cartons, food, etc. and return their tray to the washing counter.
6. Keep hands and feet to yourself.
7. Food cannot be shared.
8. Use a quiet voice only.

9. Walk at all times in the cafeteria.
10. Raise your hand and wait for permission to leave your seat.

Consequences

These consequences are per day. Each day a student enters the cafeteria with **no** consequences.

1st Offense: Warning (Student's name is recorded on a clipboard)

2nd Offense: Warning (*/recorded next to student's name)

3rd Offense: Referral to Principal. Parent is contacted.

GENERAL BUILDING/SCHOOL GROUNDS BEHAVIOR

Students are expected to be courteous and mannerly in the halls, classrooms, and on the school grounds at ALL times. Specifically following:

1. You are to move about the building in a quiet and orderly manner so as not to disturb others who are present.
2. There is to be no fighting, wrestling, pushing, shoving or other activity which could result in injury.
3. Keep corridors open to traffic by walking to the right and not standing in groups. No running is permitted in the corridors.
4. Place trash in the containers provided.
5. Students should comply with the reasonable requests of ANY staff members.

PLAYGROUND RULES

1. Use the equipment correctly as stated by your teacher. Follow the instructions of the recess supervisor.
2. Please use grass areas for playing tag.
3. On days when the equipment is wet (rain, snow, dew), use extra caution, as the equipment may be slippery.
4. Inform teachers about broken glass, sharp objects, etc. that may be found on the playground so that the teacher may remove it.
5. Please leave pea gravel (pebbles) on the ground. Throwing it may result in injury.
6. Wait your turn and rotate to all equipment so that everyone has the opportunity to enjoy it.

SCHOOL RECESSES

School recesses are part of the normal school day in Grades PreK3. Students are advised to wear appropriate clothing for recesses or they will not be allowed to go outside. We do not allow recesses during inclement weather. Students will remain indoors when the temperature and/or wind chill is 10 degrees or lower. If you want your child to stay in from recess for health reasons, please send a note to the homeroom teacher. It is requested that written excuses be provided by a physician when more than three days are involved.

NON-INSTRUCTIONAL ITEMS

Students should bring with them to school/class only those items or materials which are needed for educational processes. Any item which may cause personal injury should not be brought to school. The following will apply to non-instructional items:

1. Dangerous or harmful items, such as knives, guns, weapons, firecrackers, will be taken away from the student and deposited with the principal. Parents will be notified and arrangements made for the return of the confiscated items.
2. Nuisance items, such as water guns, water balloons, sunflower seeds, syringes, yoyo's, noise makers, dice, etc., will be taken away, and student may be excluded from school for the remainder of the day until further determination of this infraction has been made.
3. Use or threatened use of a dangerous or harmful item may result in suspension not to exceed ten school days.
4. Electronic hand held devices are prohibited on the school grounds without permission.
5. Skateboards, rollerblades, or other implements are not to be ridden in the school or on school property.
6. The Coal City Unit #1 School District is not responsible for any personal items that may be lost or stolen when brought to any school events or on school property.

BULLYING/AGGRESSIVE BEHAVIOR POLICY

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct including, using any form or type of bullying/aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behaviors includes, without limitation, the use of violence, force, coercion, threats, intimidation, fear, bullying, or other comparable conduct.

Students who engage in acts of aggressive behavior and/or bullying may be subject to discipline in accordance with the Board's general student discipline policy. Such discipline may include, but is not limited to verbal or written reprimand, in-school suspension, change of placement and/or out of school suspension or expulsion. Parental notification of discipline will be made in accordance with Disciplinary Procedures.

In addition, school personnel shall monitor student behavior and identify students who exhibit behaviors that indicate a tendency toward aggressive behavior, including bullying. School personnel shall refer the student to the building principal or designee and the student support team. The building principal or designee shall notify the student's parent/guardians in writing of the referral to the student support team and any action taken by the team concerning the student.

Upon receipt of the referral, the student support team shall monitor the student, review any non-school, community based interventions available for the student and consider necessary school based interventions including, but not limited to, referral for an evaluation to determine special education eligibility. If the student is currently a student with a disability, the student's IEP or Section 504 team may, when appropriate, assume the functions of the building's student support team.

GANG ACTIVITY

Students are prohibited from engaging in gang activity. A "gang" is any group of 2 or more persons whose purpose includes the commission of illegal acts. No student shall engage in any gang activity, including, but not limited to: wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other things that are evidence of membership or affiliation in any gang.

PROPER ATTIRE

We take pride in the appearance of our students. Your appearance reflects the pride which you have in your school. You are expected to dress and groom yourself in clothes that are appropriate for school activities.

Articles of clothing may not endanger the health and safety of students, nor may they cause interference with classwork or result dress should be avoided. Shoes must be worn at all times in school buildings. Halter tops, tube tops (no exposed or bare midriff), tops with spaghetti straps, hats, clothing with profanity, bandannas, and sunglasses are not acceptable for student dress. No alcohol or tobacco advertisements or shirts with sexual connotations will be permitted.

SAFE SCHOOL ZONE LAW

The Illinois General Assembly passed the "Safe School Zone" act in an effort to enforce stricter penalties for acts of criminality which occur on school grounds. Under the legislation, laws increased penalties for the sale, distribution, and manufacture of illegal drugs on any school campus and within 1000 feet of school property. These laws also increased penalties for possession of weapons, violations committed on school property, and gang activity and recruitment.

Any act of criminality taking place on school grounds, buses, or during school sponsored activities not only makes the student subject to penalties the courts may prescribe but also may result in suspension or expulsion from school

The Board of Education of Coal City Community Unit School District #1 takes a "zero tolerance" stance in regards to such acts of criminality and/or gross misconduct. All disciplinary actions and their implementation shall be in accordance with Board policy and the procedures outlined in the student handbook.

SUSPENSIONS

Makeup work during suspension is to be completed according to the time lines established by district policy. Failure to complete makeup work at the scheduled time will be cause for a zero (0) to be recorded for the assigned work.

SUSPENSION NOTIFICATION

In all cases of suspension, the suspending school official will:

- 1 Notify the student of the nature and seriousness of his/her actions and the dates and duration of the suspension from class, from school, school activities, school grounds.
- 2 In the case of an out-of-school suspension, the parents or guardians of the student will be notified by written notice sent by mail, a

return receipt may be requested. This written notice will state the reasons of the suspension and the dates and duration of the suspension from school, school activities, and school grounds.

- 3 Notify the student and parents of their rights regarding suspension from Coal City Schools.
- 4 Send a copy of the parental notice of suspension to the Superintendent and the Secretary of the Board of Education.

Failure of any user to follow these procedures will result in the loss of privilege, disciplinary action and/or appropriate legal action.

DISCIPLINARY MEASURES AND GUIDELINES

| CATEGORY 1 | GRADES K-3 |
|---|--|
| <u>LEVEL 1</u> | |
| Disobedience of Class Rules | Min Verbal Reprimand - Max Notify Parent, Loss of Recess (1-3) |
| Disobedience of School Rules | Min Verbal Reprimand – Max Notify Parent, Loss of Recess |
| Disruption in Hall or Classroom | Min Verbal Reprimand – Max Notify Parent |
| Forgery or Lying | Min Verbal Reprimand – Max Notify Parent |
| Tardiness | Min Oral Reprimand – Max Loss of Recess |
| Truancy | Min Loss of Recess (1-3) – Max I.S.S. |
| Use of Profanity | Min Verbal Reprimand – Max Notify Parent, O.S.S. |
| Other (Non-Cooperation) | Min Verbal Reprimand – Max Notify Parent |
| <u>LEVEL II</u> | |
| Arson | I.S.S. (1-5)Min Restitution – Max O.S.S. (10), Restitution |
| Bus Misconduct | Min Verbal Reprimand – Conduct Slip – Max Bus Suspension |
| Disrespect or Disorderly Conduct | Min Verbal Reprimand – Max I.S.S. |
| Extortion | Min Verbal Reprimand, Restitution – Max I.S.S., Restitution |
| Fighting | Min Verbal Reprimand – Max O.S.S. (10) |
| Fire Alarm Misuse | Min I.S.S. – Max I.S.S. (3-5) |
| Harassment of Other (Physical, Verbal, or Sexual) | Min Verbal Reprimand – Max O.S.S |
| Insubordination | Min Verbal Reprimand – Max I.S.S., O.S.S.(10) |
| Possession of Tobacco | Min Notify Parents – Max O.S.S. (1) |
| Use of Tobacco | Min Notify Parents – Max O.S.S. |
| Theft/Vandalism/Damage to Property | Min Oral Reprimand, Restitution – Max O.S.S |
| Other | Min Oral Reprimand – Max O.S.S. |
| <u>LEVEL III</u> | |
| Bomb Scare | Min Police Notified, Counseling – Max O.S.S. (1-3) |
| Possession/Use/Distribution of Alcohol | Min Parent Notified – Max O.S.S. (10) |
| Possession of Drug Paraphernalia | Min Parent Notified – Max I.S.S. |
| Possession/Use/Distribution of Drugs/Marijuana | Min Parent Notified – Max O.S.S. |
| Violation of School/Civic Laws | Min Parent Notified – Max O.S.S |
| Possession of Weapon/Firearm | Min Suspension – Max Expulsion |

| CATEGORY II | |
|--|--|
| <u>LEVEL I</u> | |
| Cutting Detentions | Min Additional Detentions – Max Suspension (1-3) |
| <u>LEVEL II</u> | |
| In-School Suspension Problems I.S.S./Office Detention/Saturday Detention Problems | Min Verbal Warning – Max Additional I.S.S. |

CORPORAL PUNISHMENT

Corporal punishment may not be employed by district personnel as per Illinois School Code 105 ILCS 5/24 24.

GRIEVANCE PROCEDURE

No child or employee shall be discriminated against because of race, sex, color, national origin, age, or handicap.

Title VI, IX and Section 504 Grievance procedure (for violations in the areas of race, sex and/or handicap discrimination and/or harassment.)

- A. Grievance procedure: If a student incurs a grievance involving a violation of Titles VI, IX or Section 504, the following procedure must be followed:
- 1) The aggrieved shall present a written account of the occurrence within one week to the Building Principal or his or her designee. The Principal will meet with the aggrieved within 48 hours to establish the legitimacy of the grievance and to achieve a possible solution.
 - 2) If a resolution satisfactory to both parties is not reached, the grievance is to be forwarded to the Superintendent within five days of Step 1. The Superintendent will meet with the Principal and the aggrieved to seek a solution.
 - 3) If a satisfactory resolution has still not been achieved, the Superintendent and the aggrieved will present the grievance reports on Steps 1 and 2 to the Board of Education within 30 days of Step 2. The Board of Education has the final decision as to the resolution of the grievance. A hearing officer may be included on any of the above steps at the discretion of the parties involved.
 - 4) In cases of sexual harassment the concern shall be aggrieved in the following order: harasser, counselor, Asst. Principal, Principal, Superintendent.
 - 5) In cases where the grievance involves Section 504, and a satisfactory resolution has not been achieved by Step 2 above, the student has the right to an impartial due process hearing. A hearing officer may be included on any of the above steps at the discretion of the parties involved.

When resolution is reached, whether it be at Step 1, 2, 3 or 4, a written report of their solution shall be given to the aggrieved, the hearing officers, the Title VI, IX and Section 504 Building Principal, the Superintendent and the Board of Education.

- B. Due Process Procedure: In cases where students believe their rights have been violated, they may request a due process hearing. The request must be in writing and within five days of the occurrence. The hearing request shall be submitted to the Building Principal. The Grievance Coordinator shall, within five days, rectify the problem causing the grievance or establish a hearing date with the Superintendent.

INTERNET USE POLICY

We encourage teachers, students, staff and other school community members to use social networking/media (Twitter, Facebook, etc.) as a way to connect with others, share educational resources, create and curate educational content, and enhance the classroom experience. While social networking is fun and valuable, there are some risks you should keep in mind when using these tools. In the social media world, the lines are blurred between what is public or private, personal or professional.

We've created these social networking/media guidelines for you to follow when representing the school in the virtual world. Please do the following

Use good judgment

- We expect you to use good judgment in all situations.
- Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.

Be respectful

- Always treat others in a respectful, positive and considerate manner.

Be responsible and ethical

- Even though you are approved to represent the school, unless you are specifically authorized to speak on behalf of the school as a spokesperson, you should state that the views expressed in your postings, etc. are your own. Stick with discussing school related matters that are within your area of responsibility.
- Be open about your affiliation with the school and the role/position you hold.

Be a good listener

- Keep in mind that one of the biggest benefits of social media is that it gives others another way to talk to you, ask questions directly and to share feedback.
- Be responsive with others when conversing online. Provide answers, thank people for their comments, and ask for further feedback, etc.
- Always be doing at least as much listening and responding as you do "talking."

Don't share the following:

1. Confidential Information
 - Don't publish, post or release information that is considered confidential or not public. If it seems confidential, it probably is. Online "conversations" are never private. Do not use your birth date, address, and cell phone number on any public website.
2. Private and personal information
 - To ensure your safety, be careful about the type and amount of personal information you provide. Avoid talking about personal schedules or situations.
 - NEVER give out or transmit personal information of students, parents, or coworkers.
 - Don't take information you may receive through social networking (such as email addresses, telephone numbers) and assume it's the most up-to-date or correct.
 - Always respect the privacy of the school community members.

SOCIAL MEDIA ACCEPTABLE USE POLICY

Coal City Community Unit School District #1 (CCUSD#1) recognizes that access to technology in school gives students and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st century technology and communication skills. To that end, we provide access to technologies for student and staff use. This Acceptable Use Policy outlines the guideline and behaviors that users are expected to follow when using school technologies or when using personally owned devices on the school campus.

- CCCUSD#1 network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act(CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- CCCUSD#1 makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of school technologies.
- Users of CCCUSD#1 network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

TECHNOLOGIES COVERED

CCUSD#1 may provide age appropriate technologies for the purpose of supporting curriculum, instruction and assessment.

USAGE POLICIES

All technologies provided by CCCUSD#1 are intended for educational purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

WEB ACCESS

CCUSD#1 provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely. Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow protocol to alert an IT staff member or submit the site for review.

EMAIL

CCUSD#1 may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

SOCIAL/WEB 2.0/COLLARATIVE CONTENT

Recognizing that collaboration is essential to your education, CCCUSD#1 may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

MOBILE DEVICES POLICY

CCCUSD#1 may provide users with mobile computers or other devices to promote learning both inside and outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices, including use of the school network, may be monitored.

PERSONALLY-OWNED DEVICES

When allowed, the use of personally-owned devices that meet the minimum requirements will be planned and coordinated by staff to maximize learning in the educational environment. Use is prohibited when it interferes with the delivery of instruction by a staff member or creates a disturbance in the educational environment. Any misuse of personally-owned devices may result in disciplinary action. Therefore, proper netiquette and adherence to the acceptable use policy should always be used. In some cases, a separate network may be provided for personally-owned devices.

SECURITY

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

DOWNLOADS

Users should not download or attempt to download or run any executable or installer programs such as .exe or APPS over the school network or onto school resources without express permission from IT staff. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for educational purposes.

NETIQUETTE

- Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
- Users should also recognize that among the valuable online content, there is also unverified, incorrect, or inappropriate content. Users should sue trusted sources when conducting research via the Internet.
- Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

PLAGIARISM

- Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet.
- Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

PERSONAL SAFETY

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent or guardian if you're using the device at home) immediately.

- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult supervision.
- Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.
- Users should never agree to meet someone they meet online in real life without parental permission.

CYBERBULLYING

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

EXAMPLES OF ACCEPTABLE USE

I will:

- Use school technologies for school-related activities and research.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits only.
- Cite sources when using online sites and resources for research; ensure there is no copyright infringement.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

This is NOT intended to be an exhaustive list. Users should use their own good judgment when using any technologies.

EXAMPLES OF UNACCEPTABLE USE

I will **not**:

- Use technologies in a way that could be personally or physically harmful to myself or others.
- Search for inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others— staff or students.
- Try to find ways to circumvent the school's safety measures and filtering tools
- Use technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classrooms (including inappropriate acronyms, initialisms, or emoticons).
- Use technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, accounts, or content that isn't intended for my use.

This is NOT intended to be an exhaustive list. Users should use their own good judgment when using any technologies.

LIMITATION OF LIABILITY

- CCCUSD#1 will not be responsible for damage or harm to persons, files, data, or hardware.
- While CCCUSD#1 employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.
- CCCUSD#1 will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

VIOLATIONS OF THIS ACCEPTABLE USE POLICY

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges in extreme cases
- Notification to parents in most cases
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

PHYSICAL EDUCATION

A written excuse from a physician, stating the reason for not participating in physical education and the length of time excused is to be provided to the school if there is valid reason for the student to be excused from physical education. Parents may write a note to excuse a student from physical education up to three days. A physician's excuse is needed after three days. Students who do not participate in physical education will be prohibited from participating in recess activities.

SPECIAL EDUCATION

The school district provides special education services for students who have been identified as having special needs. Identified services will be provided in the least restrictive environment as possible. This will allow the district to appropriately meet the needs of the students. As the parent of a child who may or will receive special education benefits you have certain rights which are safeguarded by state and federal statute. The rights to which you are entitled are listed below in abbreviated form under nine headings.

STUDENT RECORDS:

- 1) Right to inspect and review records:
- 2) Right to obtain copies of records at cost or at no cost, depending on ability to pay;
- 3) Right to be informed of all types and locations of records being collected, maintained or used by the agency
- 4) Right to ask for an explanation of any item in the records;
- 5) Right to ask for an amendment of any record on the grounds it is found inaccurate, misleading or has violated privacy rights
- 6) Right to a hearing if the agency refuses to make the requested amendment.

CONFIDENTIALITY OF INFORMATION:

- 1) Right to restrict access to your child's records by withholding consent to disclose records;
- 2) Right to be informed before information in your child's file is to be destroyed;
- 3) Right to be told to whom *information has been disclosed*.

NOTICE:

- 1) Right to notice before the agency initiates or changes (or refuses to initiate or change) the identification, evaluation or placement of your child;
- 2)) Right to have that notice in writing, in your native language, or other principal mode of communication, at a level

understandable to the general public;

- 3)) Right to have the notice describe the proposed action, explain why it is proposed, describe the options considered and explain why those other options were rejected;
- 4) Right to be notified of each evaluation procedure, test, record or report the agency will use as a basis for any proposed action.

CONSENT:

- 1) Right to give consent before an evaluation is conducted and before initial placement is made in special education;
- 2) Right to revoke consent at any time.

EVALUATION PROCEDURES:

- 1) Right to have a case study evaluation of your child's educational needs completed within 60 school days of referral;
- 2) Right to have more than one criterion used in determining an appropriate educational program for your child;
- 3) Right to have the evaluation performed by a multidisciplinary team;
- 4) Right to have your child assessed in all areas related to the suspected disability;
- 5) Right to have a re-evaluation every three years or more frequently if conditions warrant or if you or your child's teacher request it

INDEPENDENT EVALUATION:

- 1) Right to an independent educational evaluation;
- 2) Right to have the district pay for the independent evaluation if it is determined through a due process hearing that the district's evaluation is not appropriate;
- 3) Right to be informed of the procedures for obtaining an independent evaluation at public expense;
- 4) Right to have the independent evaluation considered when placement and program decisions are made.

LEAST RESTRICTIVE ENVIRONMENT:

- 1) Right to have your child educated with non-handicapped children to the maximum extent possible;
- 2) Right to have your child removed from the regular educational environment only after supplementary aids and services were tried and found unsatisfactory;
- 3) Right to have placement in the school your child would attend if non-handicapped unless the individualized education plan requires some other arrangement;
- 4) Right of your child to participate with non-handicapped children in nonacademic and extracurricular services and activities, such as meals, recess, counseling, clubs, athletics and special interest groups

COMPLAINT RESOLUTIONS AND MEDIATION:

- 1) Complaints alleging violations of parent and special education rights can be referred to the Superintendent.
- 2) Complaints alleging violations of parent and special education student rights can be referred to the Program Monitoring/Development Section, Department of Specialized Educational Services, Illinois State Board of Education for review, investigation and action within sixty days.
- 3) Illinois' mediation service is designed as an alternative to the Due Process Hearing to resolve disagreements regarding the appropriateness of the provision of special education and related services. This service is administered and supervised by the Illinois State Board of Education and is provided upon request at no cost to the parties. Parents and/or local school districts who wish to request mediation services or to know more about the State Board of Education complaint resolution system may contact the Program Monitoring/Development Section, Illinois State Board of Education, at 217-782-6601.

HEARING:

- 1) Right to request an impartial due process hearing to question the district's identification, evaluation, or placement of your child or to question the district's provision of a free, appropriate public education;

- 2) Right to be informed of the procedures to follow to make a request for an impartial due process hearing (i.e., to whom, how, what to include in the request, timeliness, etc.);
- 3) Right to be informed of any free or low-cost legal and other relevant services available (e.g., expert on handicapping conditions that may be a witness at the hearing);
- 4) Right to have the hearing chaired by a person not employed by a public agency involved in the education of your child or otherwise having any personal or professional interest in the hearing;
- 5) Right to see a statement of the qualifications of the hearing officer;
- 6) Right to be advised and accompanied at the hearing by counsel and to be accompanied by individuals with special knowledge or training in problems of the handicapped;
- 7) Right to have your child present at the hearing;
- 8) Right to have the hearing open to the public;
- 9) Right to present evidence and confront, cross-examine and compel the attendance of witnesses;
- 10) Right to prohibit the introduction of any evidence at the hearing that has not been disclosed at least five days before the hearing;
- 11) Right to have a record of the hearing;
- 12) Right to obtain written findings of fact and a written decision within 45 days after the initial request for the hearing;
- 13) Right to appeal to the Illinois State Board of Education and receive a decision within 30 days of the filing of an appeal;
- 14) Right to have a hearing and an appeal set at a time reasonably convenient to the parent;
- 15) Right to appeal an Illinois State Board of Education decision in court;
- 16) Right to have your child remain in his or her present educational placement during the pendency of the administrative proceeding, unless the parent and district agree otherwise;
- 17) A request for a due process hearing should state the reasons that the hearing is being requested. The request should be sent to your district superintendent.

TALENTED AND GIFTED EDUCATION (TAG)

The purpose of the TAG program at the elementary school is to provide challenge and enrichment for eligible students during the standard school day. Eligibility is determined by the TAG matrix which can be found in the TAG Plan located on the district website.

LIBRARY

Library facilities are available in each of the schools. Books and magazines are available to all students and may be checked out during school hours.

All materials are to be checked out from the circulation desk before leaving the library. Each student is FULLY RESPONSIBLE for each item checked out even to the extent of paying for damaged or lost materials. It is recommended that students do not loan to others books that are checked out in their name.

Books and materials should be returned to the circulation desk in the library. The libraries will not charge late fines for overdue books because we are trying to instill responsibility and good reading habits in the student. A student will be held responsible for the cost of a lost book. Audio visual materials are available for use in the library only. CAREFUL USE OF MATERIALS AND MACHINES IS STRESSED. Students in violation of library rules and procedures are disciplined as the need arises by use of detentions and suspensions, if necessary.

PARENTS AS PARTNERS

Parents frequently ask us how they can be of assistance in their son/daughter's education. In response to this question, the following recommendations are being passed along to all parents:

1. Encourage your son/daughter to learn well and achieve - give him/her praise when you see this happening.
2. Have high aspirations for his/her future.
3. Provide help in learning when he/she needs it.

4. Make a deliberate effort to organize time and space for homework regularly.
5. Converse with your son/daughter about everyday events.
6. Encourage and discuss leisure reading.
7. Monitor and jointly analyze television viewing.
8. Teach the importance of deferring immediate gratification in order to accomplish long term goals.
9. Reinforce school discipline.

PARENT SUPPORT GROUPS

Groups working directly with the school include Parent School Organization(P.S.O.), Athletic Boosters, Band Boosters, and Music Boosters.

PARENT/SCHOOL ORGANIZATION (P.S.O.)

The district Parent/School Organization holds regular meetings during the school year and meets the third Tuesday of the month at 6:30 p.m. in the Intermediate School Cafeteria (refer to the calendar for dates and times). The activities and programs are planned for this year. All parents in our Unit District are encouraged to get involved by attending meetings.

PARENT/TEACHER CONFERENCES

You and your child's teacher share a common goal: To help your child reach his or her fullest potential. To reach that goal, the two of you need to work together. That is why this school district schedules regular parent/teacher conferences. Parents are encouraged to request additional meetings with the teacher when they have questions or concerns. Working together, you and the teacher can assess your child's academic and social strengths and weaknesses and identify small problems before they become large problems.

There is another reason to stay in touch with your child's teacher. Research shows that children whose parents take an active role in their education achieve more. The teacher can suggest ways you can help your child learn.

REMEMBER THAT YOU AND THE TEACHER ARE BOTH ONLY HUMAN AND THAT THE STUDENT MUST ALSO MAKE A SINCERE EFFORT. You both are committed to helping your child succeed, and you both need to feel you are doing a good job.

Remember that both you and the teacher will bring your own human characteristics into a conference. You both need to be understanding.

DON'T BE AFRAID TO ASK QUESTIONS. If there is information you want, ask. If you don't understand the answer, ask for an explanation. Questions you might want to ask include:

- Is my child doing the best work he or she can?
- Is he mastering the specific subject matter?
- Are her reading and writing skills up to par?
- How can I help my child do better? What reference books and materials should be available at home?
- Does my child show any special abilities or skills? How can I help develop these?
- You may also have questions about how grades are calculated and what test scores mean.

At the same time, parents need to keep the teacher informed. **TEACHERS CARE ABOUT THEIR STUDENTS BUT THEIR TIME AND ATTENTION ARE DIVIDED AMONG MANY CHILDREN.** It is up to you to help the teacher know your child better and be aware of conditions that may affect schoolwork. These include:

- The child's feelings about school in general.
- Special interests or talents your child may have.
- Physical or emotional problems.
- Major home problems such as separation or divorce, long unemployment, death or illness in the family. You may be reluctant to discuss home problems, but these often affect a child's ability to do well in school. If the teacher knows about the problems, he or she will be able to provide extra help or make allowances for a child going through a difficult time.

One thing to keep in mind is that most teachers have heard almost everything. They aren't likely to be shocked by anything you tell them. They are professionals. Any information you give them will remain confidential.

REMEMBER THAT YOU AND YOUR CHILD'S TEACHER WANT THE SAME THING: TO HELP YOUR CHILD. Probably the most common reason parent/teacher conferences fail, is that parents and teachers blame each other for problems. This is especially

likely to happen if the conference is over a crisis or serious problem. That's why it is a good idea to schedule a conference before a serious problem develops. If you and the teacher already know each other, it will be easier to maintain a constructive attitude when a problem occurs.

Remember, too, that a spirit of cooperation is the best way to resolve any disagreements you may have over grades, **BEFORE YOU END THE CONFERENCE, DECIDE WHAT STEPS YOU AND THE TEACHER WILL TAKE TO SOLVE ANY PROBLEMS.** Follow-up action may include periodic progress reports if low grades or discipline are a problem. The teacher may outline steps you can take to help your child achieve more, and may agree to provide extra help for the child if necessary. Be sure both of you understand clearly what is to be done.

TEACHERS CAN'T SOLVE ALL YOUR CHILD'S PROBLEMS. There are some problems only you can help your child solve. Certain problems may require help from other professionals. If your concerns have to do with school policies or regulations, the teacher may refer you to the principal or the superintendent. But the teacher is the key person in your child's intellectual development and academic success. He or she is your "contact person" with the school district and a source of information about the other professional help your child may need. By establishing a good working relationship with the teacher and maintaining regular contact, you can do a great deal to improve your child's progress through school.

VISITATION RIGHTS ACT

The School Visitation Rights Act permits employed parent(s)/guardian(s) who are unable to meet with educators because of a work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their children attend without loss of benefits. A copy of the Act, which explains these rights, can be obtained from district administration.

PRIVATE PARTIES

If you are unable to invite all student's in your child's class to a party, please do not send invitations to school for your child to distribute. We do not want to inadvertently hurt children's feelings. We do not provide children's addresses/phone numbers.

PROMOTION AND RETENTION

Decisions about promotion and retention at the elementary level will be made by the school principal in consultation with the classroom teacher, the student's parents/guardians, and other appropriate professionals. Written appeals may be addressed to the Superintendent of Schools and will be included in the student's file, regardless of the outcome of the appeal.

By the conclusion of the first semester, elementary school teachers should notify the principal in writing of those students who might be considered for retention. Shortly thereafter, parents should be contacted to discuss the student's progress and placement. Ongoing communications between the school and the parent should culminate in a decision about promotion or retention before the conclusion of the school year. All decisions on retention will be communicated by the Principal to the Superintendent before the end of the school year.

Each child will be evaluated on an individual basis weighing several different factors in regards to promotion/retention. Following is a partial list of profile data that may be utilized in determining whether or not to promote a student to the next grade:

- Attendance
- Testing results
- Grades
- Personal attributes: age, size, health, etc.
- Current placement and previous retentions if any
- Transience in and out of the district
- Developmental delays – affective, skills, language, etc.
- Current interventions: AIS, Compensatory Ed., related services, etc.
- Prior school experience
- Observed behaviors: gross/fine motor skills, social behavior, cognitive ability, knowledge of English, speech, maturity, motivation, etc.
- Parent involvement, participation, support

HOMEWORK

Many students and parents have asked, "Why do teachers give homework?" Research in the past 10 to 15 years has provided some very relevant information. The data show the following: The most effective teachers teach and then provide their students with an opportunity for independent practice of a particular skill that the students are learning. In conclusion, good teachers assign homework.

HOMEWORK TEACHES STUDENTS A VITAL CHARACTERISTIC: RESPONSIBILITY. Homework teaches children something that many of us, teachers and parents alike, believe is highly important in a child's development. **It** teaches responsibility. Fulfilling responsibilities and being accountable provide a sense of confidence in a child that he or she might not acquire otherwise. There are five reasons that teachers assign homework.

1. First is to aid retention. It is important for any student to practice a skill over and over. Fortunately, repetition provides academic retention.
2. Second is to aid reinforcement of material learned. Children learn better if they can practice a skill without the teacher's guidance. Homework provides this opportunity.
3. Third, it promotes mastery. Once the skill is learned, the student feels confident in his or her ability and is comfortable about moving to the next step in the learning process. Homework gives students the chance to judge their level of confidence regarding information that was presented in class.
4. Fourth, homework gives students the chance for application. Often, homework causes students to concentrate on a specific skill and how it applies to a real life situation. This is vital, because application to new and unfamiliar situations is the last step in learning. Homework helps achieve this end.
5. Fifth, homework allows for independent practice. After all, homework is practice.

When we teach our children to tie their shoes, we first show them how. Then we teach them how. We ask them to practice until they learn the skills. When we teach them to brush their teeth or ride a bike, we teach them how then we give them an opportunity to practice. We have all witnessed young people's pride when they realize that they can do each of these skills on their own. A child's confidence grows as he or she learns to do something independently. This is one of the functions of homework

Parents need to explain to their children why teachers assign homework. Teachers teach students a skill and then ask that they practice the skill "on their own." Teachers know that practicing something over and over independently leads **to** mastery. Therefore, homework is a necessary teaching tool.

MAKE UP WORK

Families are highly encouraged to schedule vacations during regularly scheduled breaks or non-school days. If a family vacation does necessitate a child missing school, parents should request homework in writing prior to the trip. Classroom teachers will attempt to provide two days worth of work for the child in advance. Parents must realize that there will be additional work to complete when the student returns from the vacation.

TESTS

Good tests that are properly used can help teachers guide the instruction of your children, help them learn more efficiently, and help you understand your children's progress. Though the variety of tests and test scores can be confusing, you as parents can understand the kinds of tests your children may be taking, the purposes and limitations of such tests, and the meaning of test scores that are likely to be reported to you. Moreover, you may find useful the suggestions for helping your child do his or her best on tests.

Teachers in their classrooms make most of the tests your children will take. **CLASSROOM TESTS** are used to find out how much students have learned of what the teacher has been attempting to teach, to identify students' strengths and weaknesses, motivate students, measure their progress, and assign grades. These test results immediately make the teacher aware of those areas that need more emphasis as well as those, which have been mastered.

Other tests, designed to be given in thousands of classrooms at different times under standard conditions, are called **STANDARDIZED TESTS**. Standardized tests allow the comparison of students in schools throughout the country. Just as it wouldn't be fair to compare students' running speeds if some ran uphill and some ran downhill, it wouldn't be fair to compare test scores if some students were given 15 minutes to take the test and others were given an hour; or if some students were told to guess the answers to questions they were not sure of and others were told to leave them blank. Standardized tests, for a number of different reasons, assure that all test takers are "running the same race."

ACHIEVEMENT TESTS are used to measure what a child has learned in a subject. The final examinations given in more courses are achievement tests. **APTITUDE TESTS**, on the other hand, measure skills and abilities that are less closely linked to specific subjects. Because they measure certain capabilities that are useful in learning new things, they are used to predict how a student will do in school or to help in career planning or to identify gifted children

Schools often compare what your child has learned with what other children have learned. Scores on tests such as the Stanford Achievement Tests or the Metropolitan Achievement Tests are given meaning when they're compared with a norm group of students who took the same test. These are **NORMREFERENCED TESTS**. The norm group may be a representative sample from a school district, a state or the nation. Scores on these tests tell you how your child is doing in math or science or reading compared with other

students in the norm group.

CRITERION REFERENCED TESTS, on the other hand, focus on what a student knows rather than how that student compares with others. You may want to know how well your child can multiply fractions, regardless of how well other children do it. Both norm-referenced and criterion-referenced tests can be useful for evaluating students. Even if the criterion-referenced test results showed that your child met 17 out of 23 instructional objectives in reading, you might still find it informative to know how his or her scores compared with those of other children.

BENCHMARK, UNIT SKILLS, and DISTRICT ASSESSMENTS are terms you will hear throughout the school year. These are common grade-level district assessments that students take each trimester to see how they are progressing on our district's Board approved curricular outcomes.

AIMSWEB testing will take place in the Fall, Winter and Spring. This will replace MAP testing. Students will take a math, reading, and language test to help us identify how students are performing in these areas compared to their peers. The data from these assessments will be used to identify gifted and intervention groups, as well as, flexible grouping used in day-to-day instruction.

PARCC (Partnership for Assessment of Readiness for College and Careers) assessment is an internationally benchmarked assessment of applied knowledge designed to measure the new Illinois Learning Standards. Students are assessed Math and English-Language Arts. Each assessment ranges from 60-90 minutes. The PARCC assessment system will have several benefits not found in current assessment systems. Students will receive clear information about whether they are working at expected levels and are on track for postsecondary success in college and/or careers. Parents will receive clear and timely information about the progress their children are making.

HONOR CODE

Students are expected to complete all assignments and tests individually, unless specifically instructed to do otherwise. It is unacceptable for you to copy another individual's glasswork or to allow someone to copy your glasswork. Individuals participating in the copying of glasswork will receive zeros for the work. Do your best work on your own!

STUDENT ASSESSMENT

Teachers are expected to inform every student at the beginning of each semester of the grading procedures to be used in the course, the type of evaluation activities to be used, such as quizzes, tests, projects, etc. and the tentative schedule for such evaluations. Students are expected to complete all assigned work, such as classroom work, homework and projects, in order to meet course requirements.

GRADING SCALE

Grades are given every Trimester. Grades will be determined on student ability along with the following grading scale:

90-100 A - Superior
80-89 B - Above Average
70-79 C - Average
60-69 D - Below Average
00-59 F - Failing

REPORT CARDS

Grades are given three (3) times a year. Trimester dates can be found on the school calendar.

ACCIDENTS

Any accident occurring in any school building, on school grounds, at practice sessions, athletic events, or at any school sponsored activity must be reported to the teacher or the sponsor supervising the activity and to the school office. First aid procedures for any injuries will be followed at all times.

STUDENT ACCIDENTS

It is the responsibility of the student to report to the teacher or coach in charge, at the time of the occurrence of the accident, all facts pertaining to the accident. Witnesses should be identified at this time.

HEALTH SERVICES

The school attempts to have on record for each child the following information: the names and telephone numbers of parent's home and place of employment, two other persons (friends or relatives) to contact in an emergency and the name of the family doctor and dentist. Should the child become ill or injured at school, the school will first call the parent. If no contact is made, the emergency persons are then called; and finally if the condition warrants it, the emergency squad and/or doctor will be called.

VISION AND HEARING

Vision Screening will be done as mandated, for the following children: all preschool children, kindergarten, 2nd, 8th, transfer students, those who are referred by a teacher and all special education students. This is typically done in the fall. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening IF an optometrist or ophthalmologist has completed and signed a report form indication that an examination has been administered within the previous 12 months. This notice is not a permission to test and is not required to be returned. Vision screening is NOT an option. If a vision examination report is not on file at the school for your child, your child in the mandated age/grade/group will be screened. Hearing screening is mandated on all preschool, Kindergarten, 1st, 2nd, 3rd grade students. It is also done on all special education students and transfer students. All known hearing loss students will have an annual threshold done as required by the State of Illinois unless the parents provide a current one from a licensed audiologist.

DENTAL EXAM

All school students in Illinois are required to show proof of having dental examinations and immunization requirements as mandated by the State of Illinois (Public Act 93946). The Act requires all children in Kindergarten and the 2nd and 6th grades of any public, private, or parochial school to have a dental examination. It provides that if a child in the 2nd or 6th grade fails to present proof of having been examined by a dentist by May 15th of the school year, the school may hold the child's report card until one of the following occurs: (a) the child presents proof of a completed dental examination or (b) the child presents proof that a dental examination will take place within 60 days after May 15th. It also requires the Department of Public Health to establish, by rule, a waiver for children who show an undue burden or a total lack of access to a dentist.

MEDICATION

Medication is to be dispensed by appropriate school personnel in accordance with unit policy. Students will not be allowed to take or carry medication both prescription and non-prescription at school unless the following conditions are met:

- 1) There must be a written request from the doctor on the School Medication Authorization Form asking that the medication will be given during the school day.
- 2) The School Medication form must also be signed and dated by the parent and be renewed annually. This form will be kept on file in the nurse's office in the school the student attends.
- 3) Prescription medication must be in the properly labeled bottle from the doctor's office or pharmacy and must display: Student's name, Prescription number, Medication name and dosage, Administration route and/or other direction Dates to be taken, Licensed prescriber's name, Pharmacy name, address, and phone number.
- 4) Non-prescription medication shall be brought to school in the manufacturer's original container with the label indication the ingredients and the student's name affixed. At the start of the medication the parent must bring the medication to school with the proper paperwork and at the end of the treatment regime the parent(s)/guardian will be responsible for removing from the school any unused medication. If the parent/guardian do not pick up the medication by the end of the school year, the certified school will discard the medication in the presence of a witness.

Unless the student has permission to self-administer their own medication in the case of asthma medications/Epi-pens/Insulin no student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function. Any student who distributes prescription or non-prescription medication to others will be subject to discipline

HEAD LICE POLICY AND PROCEDURES

If your child is sent home with head lice, you should be aware that this is an easily treated condition that is generally not associated with any serious medical complications. Head lice are passed from person to person by direct contact or on shared objects (combs, towels, headphones, etc.). It has nothing to do with cleanliness and does not reflect poorly on you as a parent. The problem is easily managed.

- 1) Students will be randomly checked for head lice during the school year. This can be done during an office visit to the nurse or may come from a parent or teacher request.
- 2) Any student found to have an active case of lice will not be allowed to continue with the school day and will be sent home for treatment.
- 3) The parent will be instructed with the proper treatment for removal of the lice from the student and treatment of the home the child resides at.
- 4) The parent or guardian of the child will be responsible for the child to be picked up from school following the discovery of head lice.
- 5) The student will be expected to return to school the following day and be checked first by the nurse or administrator in charge, if the nurse is absent, before they will be allowed to attend class. If the child does not return the next day, that absence, and any consecutive days following the original discovery will not be excused if head lice is the cause.
- 6) If the child is found to have any remaining nits, the child's parent will be re-instructed on proper removal of all nits. Students cannot return to school until all nits have been removed.
- 7) The child will be rechecked by the nursing office 7 to 10 days after the initial treatment to make sure another treatment has been done and no new infestations have occurred. If the child is found to have any new nits again the process of treatment and exclusion will occur until there is no nit found.
- 8) Frequent re-infestations and continued improper removal of the problem with additional absences will be considered to be an unexcused absence. If needed truancy procedures will be enforced.
- 9) Any student in close contact with the affected student will be checked. If more than the original student is found to be affected then a note will be sent home informing all students in contact with that student that a case of lice has been found so that the parents are aware of the situation.

PHYSICAL EXAMINATIONS

All kindergarten, 6th and 9th grade students are required by state law to have a physical examination and up-to-date immunizations. The Coal City District #1 also encourages a dental exam. These are to be submitted to the nurse by September 1. Letters of non-compliance will be issued September 2 if these records are not complete. A new transfer student is allowed a grace period of 30 days to comply with this law. Any students who enroll during the school year are required to have their health records transferred from their former school within this 30 day period.

RETURN FROM SURGERY

Please notify the school nurse if your child is going to have any type of surgery (Inpatient or outpatient). **STUDENTS WILL NEED A DOCTOR'S RELEASE TO RETURN TO SCHOOL.** Any restrictions should also be communicated to the school and school nurse so the school is able to set up any accommodations. A parent's note will not be sufficient.

PROGRAMS

Other health services the district provides are: vision and hearing screening at all schools, home visits as needed for conferences with parents or health histories of the student, communicable disease reporting, dental health programs at the elementary school and maintenance of a cumulative health file on every student.

SAFETY

Safety is a matter of concern for all individuals in the building. All public buildings are required to provide regulations and procedures to be followed in case of any disaster. Each teacher will have a copy of "safety regulations" that will include directions and procedures to follow in case of emergency. Appropriate drills will be scheduled during the school year.

AVAILABILITY OF ASBESTOS MANAGEMENT PLAN

Copies of the Coal City School District's Asbestos Management Plan as accepted by the Illinois Department of Public Health, are available to the general public in the District Office at 100 South Baima Street, Coal City, Illinois 60416. Review of this information may be done during district office hours from 8:00 am to 4:00 pm, and if copies are requested, they will be provided at a reasonably calculated fee determined annually by the Board of Education. Questions concerning this information may be directed to the district office by phoning (815) 6342287.

EMERGENCY SITUATIONS

FIRE DRILL

When the fire alarm sounds, students should quietly proceed out the exit according to the teacher's instructions. They should remain outside the building until directed otherwise by the teacher. All students in the commons area, rest rooms and library will go to the outside through the nearest exit.

SEVERE WEATHER

An announcement will be made over the intercom. Students should proceed to the area of the building directed by the teacher. When students reach the designated area, they should sit quietly until notified over the intercom of additional instructions.