

SANDOVAL ELEMENTARY SCHOOL



2019-2020 STUDENT HANDBOOK

**300 East Perry Avenue
Sandoval, Illinois 62882**

www.sandoval501.org

Grade School Hours (Mon/Tue/Thur/Fri): 8:15 a.m. - 2:45 p.m.

Grade School Hours (Wed): 8:15 a.m. - 2:10 p.m.

Pre-K and EC Hours (Mon/Tue/Thur/Fri): 8:15 - 10:45 and 12:15 - 2:45

Pre-K and EC Hours (Wed): 8:15-10:45 and 11:30 - 2:10

Superintendent's Office: 247-3233

Principal's Office: 247-3450

Pre-K Building: 247-3450

Superintendent: Rob Miller

Principal: Annie Gray

Sandoval Community Unit District 501

Board of Education

Jered Gambill, President

David Hanks, Vice-President

Traci Deadmond, Secretary

Emily Heinzmann

Theresa Ingles

Tyson McHenry

Joseph Rhodes

Welcome Families to Sandoval Elementary School

WELCOME to Sandoval Elementary School. It is the desire of the Board of Education, the administration, and the faculty that you have an educationally rewarding and enjoyable school year. It is our purpose and goal to make your experience here both fulfilling and memorable. We believe the educational process is a partnership involving students, parents, and educators. We welcome your input and look forward to working with you this year.

The following pages will acquaint you with the school regulations and provide pertinent school information. It is the responsibility of the student and the parent to know and abide by these policies and also the policies set by the State of Illinois and the Sandoval Board of Education. With your cooperation, everyone will benefit and the learning process will be quite enjoyable. This handbook is not an irrevocable contract. It may be subject to change as needed. The administration has authority to set additional policies. With your cooperation, everyone will benefit and the learning process will be rewarding and enjoyable.

Sandoval C.U.S.D. 501 Mission Statement

It is the mission of Sandoval C.U.S.D. 501 to provide educational opportunities that meet the needs of all, focused on the future, in a safe and nurturing environment, so that all may reach their fullest potential.

Sandoval Elementary School Hours

Mon/Tue/Thur/Fri: 8:15 a.m. – 2:45 p.m.

Wednesday: 8:15 a.m. – 2:10 p.m.

Early Dismissal Wednesday: 12:40 p.m.

Back to School Schedule (First Two Weeks of School): 8:15 a.m.-1:45 p.m.

Before School: Students are allowed in the building (not on the playground) at 7:45 a.m. only if they are eating breakfast at school or ride the school bus. Otherwise, students are not to arrive at school before 8:00 a.m. and must remain in the gymnasium (never a classroom) until the gymnasium supervisor dismisses them.

After School: Students must leave the school grounds at dismissal time unless they are staying after school under the supervision of a staff member.

2019-2020 SCHOOL CALENDAR

Sports and other extracurricular activities schedules can be found on the school web page at www.sandoval501.org . Every Wednesday school will be dismissed at 2:10 p.m. at the Elementary School.

AUGUST - 2019

Wed, 8/14 Teachers' Institute (No School)

Thur, 8/15 1st Student Attendance Day (1:45 dismissal)

Thur, 8/15- Fri, 8/30- Back to School Dismissal Schedule (1:45 dismissal)

SEPTEMBER- 2019

Mon, 9/2 Labor Day (No School)

Tues, 9/3 Regular Dismissal Schedule will begin

Fri, 9/6 Early Student Dismissal (Half Day School Improvement) (12:40 p.m. Dismissal)
Fri, 9/20 1st Quarter Midterm

OCTOBER- 2019

Mon, 10/14 Columbus Day (No School)
Fri, 10/18 End of 1st Quarter

NOVEMBER -2019

Thur, 11/7 Early Student Dismissal (2:10 p.m. Dismissal) Parent-Teacher Conf. 3:30 p.m. to 7:00 p.m.
Fri, 11/8 Parent-Teacher Conf. 8:00 a.m. to 12:00 p.m. (No Student Attendance)
Mon, 11/11 Veteran's Day (No School)
Tues, 11/26 2nd Quarter Midterm
Wed-Fri, 11/27-29 Thanksgiving Vacation (No School)

DECEMBER – 2019

Thur, 12/19 Early Student Dismissal (Half Day School Improvement) (12:40 p.m. Dismissal)
Thur, 12/19 End of 2nd Quarter/First Semester

Fri, 12/20 to Tues, 1/7/20 Christmas Vacation

JANUARY – 2020

Mon, 1/6 Teacher's Institute (No Student Attendance)
Tues, 1/7 School Resumes
Mon, 1/20 Martin Luther King's Birthday (No School)

FEBRUARY – 2020

Thur, 2/13 3rd Quarter Midterm
Fri, 2/14 Teachers' Institute (No School)
Mon, 2/17 President's Day (No School)
Sat, 2/22 Homecoming

MARCH – 2020

Fri, 3/6 Early Student Dismissal (Half Day School Improvement) (12:40 p.m. Dismissal)
Fri, 3/13 End of 3rd Quarter
Tues. 3/31 IAR Testing- Grades 3rd-6th

APRIL – 2020

Wed., 4/1-4/8 IAR Testing- Grades 3rd-6th
Thur-Mon, 4/9-4/13 Spring Break (No Student Attendance)
Tue, 4/14 School Resumes
Fri, 4/24 4th Quarter Midterm
Tue, 4/28 Junior High Awards Banquet (4th-8th Grade)

MAY – 2020

Wed., 5/20 Early Student Dismissal (Half Day School Improvement) (12:40 p.m. Dismissal)
Mon, 5/25 Memorial Day (No School)
Fri, 5/29 Teachers' Institute (No Student Attendance) *** Accounting for 5 snow days

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This student handbook can be changed or amended at any time as recommended by the administration. Administration reserves the right to enforce any additional rules or guidelines that are not listed as part of this handbook.

Academic Achievement – Promotion and Retention

Students (grades 1-8) shall not be promoted to the next higher grade level based on age or any other social reasons unrelated to academic performance. Decisions to promote or retain students at any grade level shall be based on successful completion of the curriculum. Decisions linked to the placement of special education students will continue to be based on the accomplishment of goals as identified in students' individualized education plan.

Asbestos Management Plan

The Sandoval Elementary School Asbestos Management Plan is available for inspection in the Principal's Office at 300 Perry Ave., Sandoval, IL and is available for public inspections during regular business hours. Questions should be directed to Mr. Rob Miller, Superintendent, Sandoval Community Unit School District 501, 859 W. Missouri Ave., Sandoval, IL 62882, (618) 247-3233. Copies of the plan are available from the superintendent.

Athletics and Extra Curricular Information

Participation in extracurricular activities at Sandoval Community Unit School District #501 is a privilege extended by the district to students who wish to participate and agree to comply with the athletic/activity handbook and any other district policies or rules. Those who participate in extracurricular activities have the responsibility to conduct themselves at all times, including after school and on days when school is not in session, and whether on and off school property, as good citizens and exemplars of their school.

Types of athletic programs offered to elementary students

Athletic activities are privileges extended by the district to students in grades five and six who wish to participate and agree to comply with the rules and regulations established for the respective activity. Fifth and sixth grade students are afforded the opportunity to try out for the following junior high sports:

- Boys' Basketball
- Girls' Basketball
- Boys' Baseball
- Girls' Volleyball
- Girls' Softball
- Cheerleading
- Boys' and Girls' Scholar Bowl

Athletics and Extra Curricular Random Drug Testing Policy

The Board of Education believes that the use of illegal drugs by students who participate in extracurricular activities presents a particular hazard to the health, safety, and welfare to students and to those who compete with the student. The risks associated with such abuse may include the possibility of impaired judgment, diminished capacity, and deterioration of the organs and tissue of the body, addiction and mental and physical impairment which substantially compromises one's ability to perform to his/her natural ability.

The Board encourages students to participate in extracurricular activities, but believes the opportunity to try out for and participate in school sponsored activities is a privilege and not a right. To be eligible to try out for, or to participate in any extracurricular activities students must agree to submit to testing for the use of prohibited substances, if selected, in accordance with this policy.

This policy has been adopted by the Board of Education of Sandoval Community Unit School District No. 501 and applies to all students who participate in extracurricular activities in grades 5-12. This policy is in addition to and incorporated as a part of the Sandoval Community Unit School District No. 501 Extracurricular Code of Conduct, and all other policies regarding student conduct. This policy has been adopted after seeking the input of parents and concerned citizens of the District and is a response to their consensus that it is the most effective response to the growing problem of drug and alcohol abuse of students, and in particular, student extracurricular participants.

The District recognizes that there is a high incidence of alcohol and drug abuse by students nationwide, which is epidemic in proportion. The District also recognizes that some Sandoval students, and in particular, participants in extracurricular activities have used alcohol and have or will experiment with illegal drugs and/or alcohol during their school years. Because participants in extracurricular activities are especially respected and looked up to by the student body, they are expected to be good examples of conduct, sportsmanship and training, which includes abstaining from the use of drugs and alcohol. Moreover, participants in extracurricular activities who use drugs can be a danger to himself/herself or others, both in and out of the extracurricular activity.

In order to provide for the health and safety of the individual participant and other extracurricular participants, as well as provide a legitimate reason for the students to say “NO” to drug use, and to provide an opportunity for those taking drugs to receive help in locating programs which can provide assistance, the District is conducting a mandatory drug testing program for extracurricular participants. The program is not punitive. It is designed to prevent drug and alcohol usage, to educate student extracurricular participants as to the serious physical, mental and emotional harm caused by drug, alcohol, and tobacco use/abuse, to create and maintain a safe, drug free, environment for students athletes and to assist them in getting help when needed.

The purpose of this policy is to deter the use of prohibited substances, not to provide a means which the district may use to punish a student other than by disqualification from participation in extracurricular activities. Accordingly, the results of any drug test administered under this policy shall be used only for determination of eligibility to try out for and participate in extracurricular activities and for no other disciplinary purpose.

Attendance

Success in school depends largely on regular punctual attendance and good study habits. Students are expected to attend all classes and assigned activities unless there is a justifiable reason for being absent. Parents are responsible for ensuring regular punctual attendance. Unexcused absences exceeding 10% of possible attendance are defined as chronic and will be reported to parents and notification made to the Regional Superintendent for further action. Upon return to school following an absence, all students who have not had their absence properly cleared are to come to the office before school to have their absence properly cleared/documented. Students have two school days from the time of their return to present verification for an excused absence. If there are any questions regarding absences, check with the school office. Students absent from school may not attend or participate in extracurricular activities (including practices) that afternoon, night, or the following day if school is not in attendance. The principal must clear exceptions in advance.

The school recognizes there will be absences due to personal illness, death in the family, and pre-arranged or emergency situations acceptable to the school administration. With regards to making up school work, students who are excused for valid cause will be given a sum of days equal to the duration of their absences to turn in make-up work or take tests. The student is responsible for requesting the assignments missed due to an absence. Students absent due to a pre-arranged event should obtain assignments before their absence and turn them in upon their return.

All absences will fall into one of the following categories:

1. Excused
2. Unexcused

When a valid reason has been established for the absence, it will be termed an excused absence. This allows the student to make up the work missed and return to class with no further requirements. If contact has been made with the parent and the absence is excused, the student may return to class with no further requirements.

Additionally, a student will be excused for up to 5 days in cases where the student’s parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student’s parent/guardian are responsible for obtaining assignments from the student’s teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

PRESS 7:70: Attendance and Truancy

Excused reasons for absences include:

1. Personal illness, medical, or dental appointment.
2. Family illness or emergency requiring the student to be present at home.
3. Death or funeral of a relative or close friend.
4. Religious holidays.
5. Court summons.
6. Other instances as so excused by the principal.

Absences for all other reasons shall be unexcused and shall be treated as truancy. Unexcused absences include but are not limited to:

1. Working
2. Shopping
3. Car trouble
4. Hair appointments
5. Oversleeping
6. Trains
7. Social engagements, i.e., birthday parties, wedding and baby showers, etc.
8. Frivolous absences

It is the responsibility of the parents to notify the principal's office each day that the student is absent. Parents are to telephone the school (247-3450) between 7:30 a.m. and 9:00 a.m. to report their student's absence. Without such notification school officials are required by law to make a reasonable effort to notify the parent/guardian of the child's absence.

Excessive Absences

After six (6) absences from any class during a semester, students are required to provide verification from a medical physician for the absences to be excused. All absences beyond six (6) without verification from a medical physician will be considered unexcused. The principal reserves the right to excuse absences from this accumulative number of absences for students that have missed school for valid circumstances.

Truancy

A "truant" is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof, as defined by 105 ILCS 5/26-2a of the Illinois School Code. Chronic or Habitual Truant shall be defined as a child subject to compulsory school attendance for 5% or more of the previous 180 regular attendance days. District personnel including interviews with the student, his or her parents, or guardians, and any other school official or other party who may have information about the reasons for the student's attendance problem will provide diagnostic procedures to truant students. Resources and supportive services available to truant or chronically truant students and to their parents or guardians shall include, but may not be limited to the following:

1. parent conferences with school personnel,
2. student counseling,
3. schedule or program change,
4. special education assessment,
5. truancy counseling,
6. family counseling, and
7. referral to community agencies.

After seven (7) unexcused absences a student will be referred to Student and Family Education Court. Parents will be informed in writing of this referral. The board specialist will work with students and their families to determine solutions for the obstacles that prevent the student from attending school regularly.

After 9 unexcused absences (5% of the last 180 days of school) Sandoval School District 501 is obligated to report the student to the ROE as chronically truant. All documentation from the Truancy Board as well as attendance information from Sandoval Elementary School will be shared with the ROE and utilized with the State's Attorney's Office.

Truant Minor: 105 ILCS 5/26-2a of the Illinois School Code states a truant minor is defined as a chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in a cessation of chronic truancy, or have been offered and refused. Chronic truants will be referred to the Regional Office of Education after supportive services have been exhausted or have been offered and refused. Any person who has custody or control of a child subject to compulsory attendance, who knowingly or willfully permits the child to persist in truancy, if convicted, is guilty of a Class C misdemeanor and may be subject to up to 30 days imprisonment and /or a fine of up to \$500. Any person who willfully induces or attempts to induce any child to be absent from school or who knowingly employs or harbors any child who is unlawfully absent from school for three consecutive school days, if convicted, is guilty of a Class C misdemeanor.

Book Rental & Fees

Book rental for grades K-6 is \$25.00. Students are reminded that books are very costly, therefore, great care must be taken to keep them in as good shape as possible. Damage to books will be charged to the student responsible. Students will be assessed a fine for any textbooks that are damaged, destroyed, or lost. Students that are eligible to receive free lunches may qualify for a waiver of book rental and fees. All student participating in extracurricular will be charged a yearly fee of \$25. The activity fee must be paid before the student will be allowed to participate (no pay-no play).

Bullying

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying anyone or on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.

2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing. (Board Policy 7:20 *Harassment of Student Prohibited*, 7:180 *Prevention of and Response to Bullying, Intimidation and Harassment*, 7:190, *Student Discipline*, 2:260 *Uniform Grievance Procedure*)

Complaint Managers:

Rob Miller
 859 W. Missouri Ave.
 Sandoval, IL 62882
 618-247-3233
rob.miller@sandoval501.org

Annie Gray
 300 E. Perry
 Sandoval, IL 62882
 618-247-3450
annie.gray@sandoval501.org

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.

Bus Students

Students desiring to ride a different bus to and from school must present a signed note from a parent/guardian on or before the day of travel. This note is to be given to the principal. If approved, the student will be issued an authorization signed by the principal. This authorization must be given to the bus driver.

Permission will not be granted if a bus is overloaded. Permission will also not be granted for the purpose of delivering groups of students to a single location: i.e., birthday parties, etc.

If he/she doesn't act properly on the bus, the child may be suspended from riding the bus. Parents are encouraged to discuss these rules and their purpose with their children. **All handbook rules and regulations are in effect while students are riding the bus.**

Bus Rules

Students who ride school buses at any time are to abide by the following rules:

1. Exercise safe behavior on the bus. Students...
 - Move quickly to their seat.
 - Remain seated while the bus is moving.
 - Keep all parts of the body inside the bus.
 - No running on or around the bus.
 - Use the emergency door only for emergencies.
 - No loud or excessive talking.
 - Keep the bus clean.
 - Do not wear athletic equipment while on the bus.
 - Obey the bus driver.
 - Stay quiet at railroad crossings.
2. Exercise safe behavior while waiting on and boarding the bus. Students...
 - Must stay off the road at all times while awaiting the bus.
 - Are required to respect the property while waiting for the bus to arrive.
 - Must not move toward the bus until it has been brought to a complete stop.
3. Exercise safe behavior while exiting the bus.
 - Where it is necessary to cross a two-lane highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both/same directions.
 - The student should wait for the signal from the driver permitting him/her to cross.

Bus drivers may set additional rules and regulations for their bus. Students are to abide by these rules at all times. Students are subject to suspension from bus riding privileges or other disciplinary action for repeatedly disregarding the rules. **All handbook rules and regulations are in effect while students are riding the bus.**

Cell Phones and other Electronic Devices

Using or possessing a cell phone, video recording device, I-Pods, MP3 players or other electronic devices in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs, cheat, signal others, or otherwise violate student conduct rules is prohibited. All electronic devices are to be turned off and stored in a student's back pack during the regular school day. Violation of these practices will result in confiscation of devices, parent contact, and possible detention, isolation, or suspension. If it is determined that the use of such devices were for illegal activities, the police will be notified.

Sandoval CUSD 501 is not responsible for lost or stolen property.

Taking pictures and video recordings in locker rooms and restrooms are prohibited. Any individual found in violation of this policy shall be subject disciplinary consequences and possible police intervention.

Complaints/Concerns

Complaints or concerns regarding your student should begin at the person whom you have a complaint/concern about. If, after conferencing with this person, you feel that your satisfaction is not met, then complaints/concerns should be brought to the attention of the Principal. If, after conferencing with the principal, your satisfaction is not met, then complaints/concerns should be brought to the attention of the superintendent. The Board of Education will hear complaints/concerns after this proper chain of command has been followed.

Conferences – Parent

All parents are encouraged to visit the school at their convenience to consult with school authorities on any educational or behavioral problem. Appointments are readily made by calling the school office. Parent-teacher conferences will be scheduled in the fall to discuss student progress. **Parents are always welcome to set up an appointment to talk with their child's teacher if they have any academic or behavioral concerns.**

Damage to School Property

Any student who carelessly or willfully causes damage to school property will be required to make payment for damaged property (70 Ill. Rev. Stat. 5). Accidental or unavoidable damages to school property should be reported immediately.

Discipline Procedures

Guidelines and Definitions

Students are expected to behave in an acceptable manner in all school situations, showing consideration for others and complying with school and classroom regulations. Discipline will be administered in different ways according to the offense committed and the context in which the violation occurs. All disciplinary measures will be designed to teach the students to modify their unacceptable actions into desired behaviors. *Out of school or in-school suspension may be used at the discretion of the administration.* Types of consequences for violations of school and classroom rules are as follows:

- Office Discipline Referral (ODR) - a written report to inform the student and parent of the problem. The ODR system operates on a quarterly basis with each student having the opportunity to begin a new quarter.
- Detention- this after school detention will last for the duration of 45 minutes and has no grade detriment for the student.
- Loss of privileges- this can include but is not limited to removal from class, loss of field trips, missed recess, removal from the bus, or moved to a different seating location at lunch. This is listed as a written report for a minor offense.
- Extended Detention- this after school detention will last for the duration of 3 hours and has no grade detriment for the student.
- In-school Suspension (Isolation) - this type of suspension will take place in the school building during the regular school day. Students who are in violation of school rules may be assigned an in-school suspension as a consequence for misbehavior. Each student will be given specific rules at the beginning of the day and will be required to follow them throughout the day. Students that violate rules will be issued a Friday Night detention or a suspension from school. Students will be required to complete work, such as homework, character/behavior education work, as assigned by the supervisor. Students may also be assigned alternative assignments as necessary. Students will obtain lunches and eat lunch in isolation room.
- Out of school Suspension- this type of suspension will take place out of the school building during the regular school day. Parents must make contact with the principal before student may return to school. It is the student's responsibility to ensure they get any missed assignments from their teacher, and this work is to be made up (for full credit) upon returning to their regular classroom. The student is responsible for mastery of all concepts assigned during this period.
- Friday Detention- Students remain at school on Fridays from 3:15-5:15.

Procedure for Disruptive Students

1. When disruptive behavior is exhibited by a student a verbal warning will be given to the student by the supervising staff member.
2. A student who continues to be disruptive should be identified by name and given a warning that if their behavior does not improve a minor ODR will or may be issued. The supervising staff member will remind the student of school-wide expectations.
3. If the disruptive behavior does not stop, the employee will fill out an ODR form.
4. The disruptive student may be sent to the office. The ODR form should be sent to the office with the student. The form will explain the nature of the problem and the action taken.

Severe behaviors might warrant teachers or administration to skip the above procedural steps. These steps should be followed whenever possible.

Procedures for Issuing Disciplinary Action

ODRs will be issued to student who exhibit inappropriate behaviors that are not conducive to learning. An ODR will constitute further disciplinary action from the administrator which may include, but is not limited to, after school detention, removal from class, in-school suspension, out of school suspension, or extended detention.

1. An ODR will be issued by teachers when other forms of discipline are not effective or the offense warrants.
2. Teachers will mark the proper areas including the comment area.
3. A copy of the ODR will be sent home with the student
4. Teachers will track 3 minor offenses and a major offense will be given at that time as an ODR.
5. Students can automatically be given an ODR if the behavior warrants.

Office Discipline Referral (ODR)

An ODR will be given to students when student behavior warrants it. The ODR system operates on a quarterly basis with each student having the opportunity to begin anew at each quarter. An ODR may be issued by any school personnel in a supervisory position at any time (or within 1 day) of the infraction.

Promoting a positive school culture is a primary goal at Sandoval Elementary School. Schools cannot work and learning is stifled when school is not conducted in an orderly and civil manner. When parents, students, and teachers all work in harmony, a healthy and productive environment can be created for everyone.

Students at Sandoval Elementary School will follow a school-wide code of expectations and discipline procedures. This procedure is called P.B.I.S. or Positive Behavior Interventions and Supports. This is a proactive systems approach for establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success. This system aligns with the Response to Intervention Model that the school has implemented.

The school-wide PBIS process emphasizes the creation of systems that support the adoption and durable implementation of evidence-based practices and procedures, and fit within on-going school reform efforts. An interactive approach that includes opportunities to correct and improve four key elements is used in school-wide PBIS focusing on systems, data, practices and outcomes. Students will be exposed to the same expectations and consequences from kindergarten through sixth grade providing a smooth continuity for all students as they progress through elementary school.

Behavior Expectations

H— Have Respect

A— Act Responsibly

W—Work Hard

K— Keep Safe

SANDOVAL ELEMENTARY SCHOOL-WIDE EXPECTATIONS

	Hallway	Cafeteria	Morning Gym	Bus	Playground	Library/ A.R. Carts	Computer Lab	Restroom	Office	Emergency Situations
HAVE RESPECT	Remain silent Keep hands to yourself Be aware of other classrooms Be considerate of other's work	Be polite Use good manners Be welcoming to others	Use kind words and actions Be aware of other's space Remain seated	Use soft voices Be aware of others space Use good manners	Play fairly Use kind words and actions Take care of playground equipment Allow others to join in	Use Quiet Voices Take care of all books Return books to the shelves	Use Quiet Voices Keep hands to yourself Take care of property	Remain silent Use towels, sinks, and toilets correctly Recognize the privacy of others Keep restrooms clean	Use good manners Use kind words	Remain silent Be considerate of others Be aware of other's space
ACT RESPONSIBLY	Wait patiently in line Keep a direct route to your destination Use hallway hello	Remain seated at all times Use indoor voices Keep your hands and body to yourself	Wait patiently Raise hand to ask questions Use soft voices	Pick up all trash Remain seated and facing forward at all times Keep aisles clear Watch for your stop	Keep your hands and body to yourself Line up promptly Bring everything in that you brought out (equipment, jackets, books, etc.) Dress for the weather	Return books in a timely manner Keep books in a safe place Ask for help finding the right book	Use equipment properly Stay on task Ask for help	Wash hands with soap and water Flush stools Keep water in the sink Place trash in the bins	Keep hands off office items Ask for help Return promptly to class	Be alert Stay calm Quickly report to designated location
WORK HARD	Follow adult directions	Keep your area clean Listen and follow directions from adults	Listen and follow directions from adults	Listen and follow directions of the driver Report problems to the driver	Listen and follow directions from adults Listen for the whistle Put equipment away properly	Listen and follow directions from adults Check out books in your reading level Promptly take AR quizzes	Recognize project time limits Give your best effort Listen and follow directions	Keep restrooms clean Get in and out in a timely manner	Stand quietly Follow directions from adults	Listen and follow directions of the adults Report problems to an adult

KEEP SAFE	Walk in single file lines	Eat your food only	Keep your hands and body to your self	Remain quiet at railroad crossings	Stay in fenced area	Stay in your seat until called on	Follow computer use policy	Keep hands to yourself	Wait patiently for your turn	Walk single file to designated location
	Keep walkways clear	Remain in your seat	Place backpacks on gym floor	Hands and body inside bus at all times	Play where an adult can see you	Wait patiently for your turn	Keep aisles clear	Stay in your own area		Wait patiently
	Know where to go in an emergency	Keep all personal items to self	Keep aisles clear	Keep backpacks closed	Follow the rules of games	Push in your chair	Push in your chair	Report any problems to an adult		Remain with an adult

Discipline – Students with Disabilities

A student with a disability who violates student disciplinary rules and regulations shall be disciplined in accordance with the District’s regular student disciplinary policies and procedures unless the behavior is attributable to the student’s disability.

1. The student is given all procedural protection required by the I.D.E.A., Section 504, Rehabilitation Act.
2. The student’s Individualize Education Plan states behavioral conditions under which short-term suspensions may be involved or may not be invoked.
3. A hearing shall be held to determine whether the student’s behavior is attributable to the handicapping condition. (For students whose suspension exceeds ten days per academic year).
4. If the hearing result is that the behavior is not the result of the disability, regular student disciplinary policies shall be followed.
5. All procedural safeguards required by P/L/94-142 shall be observed.
6. Educational services shall continue through regular or alternative programs.

Detention

Students who violate school regulations will be assigned an after school detention. Students that receive after-school detentions will receive a minimum of one-day notice prior to the detention so that transportation may be arranged. Students are responsible for their own transportation. Detentions are on Tuesdays and Thursdays from 2:45-3:30 at the Elementary School.

During detentions or in-school suspensions students are expected to:

- Report to the detention/in-school suspension room with all books, notes, paper, pencils, and materials required to complete assignments.
- Students will be required to complete behavior/expectation activity.
- Work on expectation assignments until completed. (If extra time is available, students may work on homework or other assignments, but material must be brought with them to detention. Students will not be allowed to go to locker/classroom.)
- Remain quiet at all times unless permission is given by supervising teacher.
- Accept all work assigned by supervising teacher.
- Follow all regular school-wide expectations and rules set forth by the supervising teacher.

Disturbances in the detention room will cause an additional detention. This is a punishment and should be something they do not want to do again. They should feel fortunate to be able to do their work for credit in this situation. This is not meant to be fun, it is a time to do what is expected and finish work in a timely and neat fashion. If a student is asked to leave detention due to lack of work or disturbance, they will be assigned an extended detention.

Suspension

The Sandoval Board of Education Policy stipulates that acts considered to be gross disobedience or misconduct will cause suspension or expulsion: Students suspended from school will receive full due process rights and have the right to appeal their suspension to the superintendent and school board. Appeals must be directed to the superintendent within ten (10) days of the first day of the suspension. Suspensions will be served while an appeal is pending. While suspended, students are not to be on school grounds or present at any school-related activity. Extracurricular activities are considered privileges granted to students and not educational rights. Any school work, tests, or assignments are to be allowed as make-up work when a student is absent due to a suspension.

Expulsion

Expulsion is defined as the removal of a student from classes for a time period of more than 10 successive school days. Expulsion may be up to 2 school years. Only the Board of Education may expel a student from school. Students are entitled to full due process rights.

Dress Code

Any form of wearing apparel and any type of grooming which, in the professional opinion of any staff, creates a danger, ill-health, or a negative effect on education is prohibited. If the student arrives at school dressed in violation of the criteria listed below, the student will be offered the opportunity to change clothes to those in compliance with this policy. Teacher/Staff must address the violation. The administrator will have the final authority on any decisions concerning the dress and accessory code. If measurement is needed, at least two staff members will be with the student. The student will do the measurement with the two staff members present. The items listed below will result in the violation of this policy and result in a minor:

1. Clothing worn by students are to be clean, in good condition, and safe.
2. Clothing or accessories (i.e. jewelry, backpacks, chains, etc.) that may contribute to the substantial disruption of the orderly operation of the school classroom or that constitute a health and safety hazard are prohibited.
3. Clothing or accessories that depict, advertise, or promote alcoholic beverages, tobacco or tobacco products, drugs, or any illegal substances are prohibited.
4. All shirts, tops, and dresses must have a minimum of a two inch shoulder strap. See-through tops must be worn with a shirt underneath that cover the chest, torso, and have a two inch shoulder strap. Open backed shirts are not allowed unless an appropriate undershirt is worn. Any sleeveless shirt must cover up to the armpit or have a shirt underneath that covers the chest and torso.
5. Shorts, skirts, and dresses (all outer garments) are to be at least mid-thigh in length.
6. No exposed undergarments or wearing of clothing that exposes undergarments is permitted. Also, torn, ripped, or holes in clothing that exposes skin or undergarments at or above mid-thigh is not allowed.
7. No pajamas or sleepwear. (except on designated days)
8. Shoes are to be worn at all times for health and safety reasons. Flip-flop, slides and/or other shoes not secured to the students' feet are prohibited. House shoes, house slippers, slippers made of terrycloth or a fuzzy-type material, or shoe skates are not permitted.
9. Sunglasses or dark glasses, unless they are prescription glasses, may not be worn in the building.
10. No hats, caps, bandannas, scarves, handkerchiefs. No head covering may be worn in the school except for religious or medical reasons. Hoodies may be worn but hood must be down at all times inside the building.
11. Clothing or accessories (i.e. jewelry, backpacks, chains, etc.) that may contribute to the substantial disruption of the orderly operation of the school classroom or that constitute a health and safety hazard are prohibited.

Possible Consequences for failure to comply with Dress Code

Students who are dressed inappropriately may be asked to do one of the following, which includes, but is not limited to:

1. Phone home to parents/guardians to have them bring an appropriate set of clothing to wear at school.
2. Students may be transported home by a parent or approved guardian to change what clothing is inappropriate.
3. Wear a school-provided T-shirt to cover up inappropriate clothing.
4. Go to the restroom to turn a shirt inside out to wear for the remainder of the school day.

Emergency Disaster Drills

Learning to be prepared for disaster situations is an important part of the student's education. Fire, tornado, and law enforcement drills are conducted in schools throughout the State during the school year. Students are taught the rules and procedures to be followed during an emergency at school and are regularly drilled in those procedures.

The signal for a **fire** drill is a continuous blast of the fire alarm system. When the alarm sounds, all students are evacuate the building walking single file to the designated exit. Students may return to the building when instructed by staff.

The signal for a **tornado** drill is repeated ringing of the bell system. Individuals are to go to their designated area. Individuals should get on their knees facing the walls or lockers with their heads down and covering their neck and back of head with their hands. Students are to remain in this position until instructed by staff to return to class or to evacuate the building.

A **law enforcement** (lock-down) drill is announced through the intercom system with the words "Lock Down." Classroom doors are to be locked. Students are to stay away from windows and doors and to sit quietly on the classroom floor. Students are to remain in this position until instructed by staff or law enforcement to evacuate the building.

Grades and Grade Cards

The school term is divided into four (4), 9-week periods or quarters. Report cards are sent home with the student one-week after the end of each 9-week period. At midterm of each quarter, progress reports will be sent home to parents/guardians.

Gum

Gum is not permitted during the school day, except on special occasions with permission by the classroom teacher.

Health & Health Services

The district employs a registered nurse. Among many other duties, the school nurse is responsible for the coordination of numerous health-related activities, which are provided to students free of charge each year.

A Visual Screening Test is administered annually to special education students, Kindergarteners, 2nd graders, transfer students, and students that are referred.

A Hearing Screening Test is administered annually to special education students, Kindergarteners, 1st, 2nd and 3rd graders, transfer students, and students that are referred.

Dental Exams are required for children entering Kindergarten, Second, and Sixth Grade.

Vision Exams are required for children entering Kindergarten.

Administration of medication in any form, including aspirin, is **prohibited** in Illinois schools. However, the school realized that there are times when prescribed medicines are necessary during the school day. Only medications, which are necessary to maintain the child in school, are administered. Students recovering from a temporary illness or students on permanent medication who require medication during the school day must meet the following conditions **BEFORE** dispensation can occur:

Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication. No school District employee shall administer to any student or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures. A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have completed and signed a "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims except a claim based on willful and wonton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Regional Office of Education wishes to announce that all public and non-public schools that every child entering pre-kindergarten, kindergarten or any public or non-public school; any child entering the sixth or ninth grade of any public or non-public school; and regardless of grade, immediately prior to entering any public or non-public school for the first time, shall present proof of having a completed health examination. Each child shall also be required to present proof of having received such immunizations against preventable communicable diseases as identified by the Illinois Department of Public Health. Any child not meeting the state required immunizations will not be allowed to enter school until such proof of having a completed examination and up-to-date immunizations is presented to the proper authorities.

Homelessness, Assistance for Transitional Students

Students without an adequate nighttime residence are considered homeless. With limited shelter space, most of these students live in motels or are doubled-up with family or friends because their family can't afford their own place. Homeless children can choose to attend the school they attended before becoming homeless or the correct school for their attendance area.

To receive educational support for students living in transition (shelters, motels, campgrounds, sharing housing or any inadequate or non-permanent living arrangement) call your school district homeless liaison at (618) 247-3450. The Illinois State Board of Education considers school enrollment, attendance and success of homeless students a high priority. The school district liaisons must promote access of homeless students to all school programs, including transportation. If the homeless student/parents and the school district disagree about enrollment or transportation, contact the student's school district at (618) 247-3233.

Homework Program

Homework is a vital portion of student's education. Homework is only given when necessary for practice to help improve student's understanding and comprehension. It is the students and parents/guardian's responsibility to make sure homework is complete. Teachers will keep track of assignments not completed. If students accumulate 4 or more incomplete assignments within a quarter students will be assigned to Check-In Check-Out. Parent/guardian(s) will be notified after the 2nd missed assignment. In addition, they will be attending an after school homework group. This group will meet on Mondays, Tuesdays and Thursdays from 2:45-3:30 p.m. for 6 weeks. Transportation home will be provided if needed.

Honor Roll

<u>Percent</u>	<u>Grade</u>	<u>Points</u>
99-100	A+	4.33
92-98.99	A	4.00
90-91.99	A-	3.66
88-89.99	B+	3.33
82-87.99	B	3.00
80-81.99	B-	2.66
78-79.99	C+	2.33
72-77.99	C	2.00
70-71.99	C-	1.66
68-69.99	D+	1.33
62-67.99	D	1.00
60-61.99	D-	0.66
0-59.99	F	0.00

Elementary school honor roll is figured on grades earned in core subjects each quarter. Only students in grades four through six are eligible for the honor roll. Honor rolls are figured solely on the basis of grade point averages. Core subjects are Mathematics, Reading, Language, Spelling, Science, Social Studies, and Health. All grades shall be at least 'C' or above.

High Honor Roll: 3.8 or above

Honor Roll: 3.2-3.79

Honors or High Honors Awards

To receive an "honor" award at the spring awards ceremony, a student must have been on the honor roll or a combination of the high honor roll during each of the first three quarters of the current school year. To receive a "high honor" award, a student must have been on the high honor roll during each of the first three quarters of the current school year.

Hot Meal Program

Breakfast

Breakfast, consisting of balanced diet is available to students each morning.

Lunch

A nutritious lunch consisting of a balanced diet is available to students each school day. Students may, however, bring their own lunch to school. The student may, if desired, purchase milk from the school at a cost of .35. Soda is not allowed.

Collection

If you child brings his/her lunch, milk is \$0.35. A limit of twenty-five dollars (\$25) has been established as the maximum amount students may charge on their accounts. If a student reaches the maximum amount, the student will need to pay money on the account in order to continue receiving a milk. Money should be deposited in the student's account on the first school day of the week if possible. Please send money to school with your child in an envelope marked with the child's name and teacher. .

Free Meals

We are pleased to be participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Program (CEP) for the current school year. Schools that participate in the CEP are able to provide healthy breakfasts and lunches each day at no charge for ALL students enrolled in that CEP school during the current school year.

Menus

Menus of school meals are sent home monthly with students, posted on the school website, and posted on the school bulletin board.

Illegal Drug and Alcohol Abuse

Possession, use, distribution, attempted distribution, purchasing, sale of, or any attempted sale, of illegal drug, controlled substance, look-alike drug, drug paraphernalia, prescription drug, e-cigarettes, and /or alcohol, or any substance represented to be an illegal drug or alcohol product, is forbidden at any school activity or on school grounds. Violators are subject to suspension or other disciplinary action for up to ten days and possible expulsion. Students who are at school related events and are under the influence of illegal drugs or alcohol will be subject to suspension or other disciplinary action for up to ten days and possible expulsion. In addition law enforcement authorities may be called to the school and legal action may be taken.

Insurance

The school district offers students an opportunity to purchase a student insurance plan. Students interested in this program receive applications at registration or on the first day of school. Parents are encouraged to read the restrictive clauses in the policy very carefully.

Those students taking the school insurance program and needing to file a claim may obtain a claim form from the school office. Office personnel will assist students with this responsibility. All student accidents, whether covered by insurance or not, should be reported immediately to the teacher in charge or to the school nurse.

Internet Usage

The Internet offers vast, diverse, and unique resources. The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication. Before a student may work on the internet, the student and parent must read and sign the "Authorization for Internet Access". Students and parents should remember that violation of district policy regarding internet use will result in disciplinary actions taken against the student. The disciplinary action will be related to the severity of the violation.

Kindergarten Admittance

Kindergarten students may enter school provided they have attained the age of five (5) on or before September 1 of the year during which the regular school term begins.

Leaving School Grounds

Once students arrive on school grounds, they may not leave for any reason without special permission through the office.

HEAD LICE

1. All student in the school may be periodically examined for head lice/nits.
2. Any student who is suspected of having lice/nits will be examined on an as need basis.
3. Any student found to have lice/nits parents will be called and the student will be sent home from school.
4. Students must be treated with an approved medication available from local pharmacies.
5. All lice and nits (eggs) must be removed before the student may return to the classroom, regardless of the treatment used to kill live lice. School staff will check student before they return to the classroom.
6. Students who have excessive absences due to head lice will be regarded as truant.

Lost and Found

Personal items brought to school should be clearly and permanently labeled with the student's name. Students and parents should be aware that lost or misplaced articles are collected and held at a central location in or near the office and then only for a short time. Unclaimed items are then contributed to local charitable organizations every few months. Sandoval CUSD 501 is not responsible for lost or stolen property.

Makeup Work

It is the responsibility of the student to arrange make-up work with a teacher upon return from an excused absence. Make-up work for excused absences shall be due one day late for each day of excused absence. Extenuating circumstances may be considered in certain cases. Daily work and quizzes missed due to an unexcused absence shall be discounted at a 75% which is due when the student returns. Any tests or assignments (excluding quizzes) of a cumulative nature are to be allowed as make-up work at full value when a student is absent for unexcused reasons. If a student's absence due to a suspension, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. (*Board Policy 7:70, Attendance and Truancy*)

Nondiscrimination

As provided by Title IX and Section 504 of the federal guidelines for handicapped students, Sandoval Community Unit School District 501 does not discriminate on the basis of sex, race, national origin, or physical handicap in its courses, programs, extracurricular activities or employment practices. Inquiries about compliance with the above guidelines may be directed to Mr. Rob Miller, Superintendent, Sandoval Community Unit School District 501, 859 W. Missouri Ave., Sandoval, IL 62882. (Telephone: (618) 247-3233) or to the Director of the Office for Civil Rights, Department of Health and Human Services, Washington, D.C.

Pest Control Notification

Sandoval School District has an integrated pest management program that incorporates guidelines developed by the Illinois Department of Public Health. The plan provides for each school in the district to be serviced on a monthly basis using gels and baits, without using liquid insecticides. As per Public Act 91-0525, effective August 1, 2000, Sandoval Schools will provide two school days notice (via a newsletter, bulletin, calendar, or other school published correspondence) to the parents/guardians of any additional pesticide applications in a school.

Physical Education

Physical Education is, by state regulation, a required part of each child's educational program. Each student receives a grade for participation in the program.

In order to help avoid unnecessary accidents in the gym and to help prevent deterioration of the gym floor from oil and dirt, all students are required to bring an extra pair of tennis shoes to be left in their classroom for Physical Education. It is required that all gym shoes must be white soled tennis shoes, be clean and clearly labeled with a permanent marker.

Exemption from Physical Education

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in their IEP.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

PRESS 7:260: Exemption from Physical Education

Pink Eye (Conjunctivitis)

Pink eye is contagious. A child with suspicious eye drainage will be sent home. The child may return to school after being properly treated with antibiotics or upon presenting a note from the physician stating treatment is not necessary.

Records

An individual student has the right to privacy for his/her compiled records. Confidentiality of student records will be protected from outside parties. Dissemination of any part of student's record to agencies or persons outside of the Sandoval Community Unit School District 501 will be accomplished only with the informed consent of the parent. A parent will have full access to all records.

Release of Information

The records of a student will be transferred to another school in which the student has enrolled or intends to enroll upon the request of the other school. The parent must sign a release of records form when enrolling the student in their new school.

Room Parties

Each year we invite parents to serve as room sponsors to assist with special holiday celebration parties during the school year. These parties are normally scheduled as follows:

Thanksgiving	Tuesday before Thanksgiving
Christmas	Last day before Christmas Break
Valentine's Day	Valentine's Day or the first school day prior
Easter	The last day before Spring Break

The school will permit only pre-packaged (those purchased at the grocery or bakers) treats to be distributed in the classroom. With the best interests of all our students in mind, the distribution of homemade food items will not be permitted.

School Closing

In case of inclement weather, mechanical breakdown, or some unforeseen emergency, school may be closed, dismissed early, or started late. School closing, delayed starting time, and early dismissal will be broadcast over the ALERT NOW system, radio stations WILY (1210 AM), Centralia, WRXX (95.3 FM), Centralia, WJBD (1350 AM), Salem, and WJBD (100 FM), Salem. The ALERT NOW system will automatically call the main phone number listed for your child. Please make sure you have a current phone number on file with the school to receive messages from the ALERT NOW system. School closings are also available on the local St. Louis television stations KTVI-FOX 2, KMOV-4, and KSDK-5. **PLEASE DO NOT CALL THE SCHOOL.**

Sexual Harassment

It is the policy of this school to provide students an environment free from unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct or communication constituting sexual harassment as defined and otherwise prohibited by state and federal law. Sexual harassment is a form of sex discrimination and disrupts equal education opportunities by interfering with the student's psychological, social, and physical well being. This district will not condone or tolerate incidents of sexual harassment of the district's students during school hours, during district-sponsored events on school property, and at the site of a district activity involving students.

The term sexual harassment is defined as verbal or physical conduct of a sexual nature, imposed on the basis of sex. This district interprets the definition of sexual harassment to include, but not limited to, the following behaviors: unwanted sexual behavior such as touching, pulling at clothes, verbal comments, sexual teasing and/or name calling, spreading sexual rumors, gestures, jokes, pictures, leers, overly personal conversations, and cornering or blocking a student's movement.

Students may initiate the reporting of an instance of sexual harassment to any responsible staff member. The staff member will then direct the report to the appropriate administrator. No retaliation will be brought upon any student reporting instances of sexual harassment.

Discipline measures to be taken will vary with the nature of violation. Examples are verbal discussion to suspension and possible expulsion for serious or repeat offenders. If the allegation is against a district employee, the superintendent, or his designee, shall initiate an investigation and follow district policies and Illinois laws in the resolution of the matter.

Sign In/Sign Out

A sign in/sign out register is maintained in the office. Students arriving after 8:15 a.m. must have a parent/guardian sign them in before going to class. Students leaving before 2:45 p.m. must have a parent/guardian sign them out. We realize situations change throughout the day so, if you need to make alternate arrangements for your child, **please contact the school office prior to 1:30 p.m.** The end of the day is a very busy time and we cannot guarantee that messages/phone calls received after this time will be delivered to the student prior to dismissal.

Surveillance – Audio and Video

Students and others are subject to audio and video surveillance while present on district property and during bus transportation.

Tardiness

Students are to be in their homerooms by 8:15 a.m. Any student arriving to school after 8:15 a.m. must sign in the office before going to class. If the tardy is unexcused the following discipline action will be taken:

1st Tardy – Warning

2nd Tardy – Phone call and/or letter from teacher

3rd Tardy – Home visit from principal/parent community liaison

4th Tardy – Student designated to SAIG (Social Academic Instructional Group) – 6-9 Weeks to complete

5th/6th Tardy – Meeting with parent(s) – Discuss Student and Family Education Court with principal and supports needed

7th Tardy – Student Family Education Court begins

Telephone Use

The telephones in the school are for business purposes. Students will be allowed to use the phone only in emergency situations. A student may be denied use of the phone if the student could have avoided the situation by exercising reasonable forethought.

We encourage parents to teach their children to “stop and think” about what they may need at school before leaving home of the morning. Forming such a habit is sure to save parents and students considerable time and energy in the long run and will eliminate needless phone calls, which interrupt business and classroom activities. Parents are asked to please limit messages for students to those only of an emergency nature.

Transportation

Parents of all students should stop on East Perry Street on the south side of the elementary school when leaving students at school in the morning. All students will enter through the front doors of the building. **Please do not park your vehicle in the right hand lane, as this is the bus lane.** Parents needing to enter the school building, should stop their vehicles on the far south side of Perry Street (bordering the playground) in order to prevent traffic congestion.

When picking up students during afternoon dismissal times, please pull as far forward as you can to allow room for other parents. No students will be allowed to cross the street without a parent/guardian. If a student is being picked up, they will be held at the front doors until parent/guardian’s car pulls in front of the building or until the parent/guardian walks to the front door to escort their child home. Please be patient as the safety of our students is our number one priority.

Parents needing to make special transportation arrangements should do so prior to the start of the school day. A note, indicating the necessary arrangements should be sent to the principal’s office. **Last minute phone calls prior to the end of the day cause great difficulty for school personnel and cause safety concerns during our dismissal process. If a changes is needed for your child’s regular pickup please send a note with your child in the morning or call BEFORE 1:30 p.m.**

Visitors to the School Building

For the welfare of students and to ensure that interruption of the teaching process is held to a minimum, the following rules have been established and are strictly enforced by school officials:

1. All school visitors should report to the Principal’s Office. All external doors have a notice posted directing all visitors to the office.
2. At the office, all school visitors will sign a visitor registry and record their name, time of visit, and purpose of visit.
3. All visitors to the building are required to be dressed in clothing that is appropriate for the school environment.
4. All visitors are required to refrain from use of tobacco while on school property.
5. A secretary, administrator, or other staff member will give the visitor a “VISITOR” (yellow), “SUBSTITUTE TEACHER” (blue), “VOLUNTEER” (red), or “SERVICE” (green) tag to wear while in the school.
6. Faculty and staff will direct visitors that do not possess a tag to the Principal’s Office to register.
7. Students from other schools as well as former students are not permitted to visit school when classes are in session.
8. Visitors should return to the Principal’s Office prior leaving the school, turn in their tag, and record their time of departure.