

**SOUTH ELEMENTARY SCHOOL**  
**“Where Opportunity Begins”**

**2018 ~2019**



**Parent – Student Handbook**

**Principal, Mrs. Angie Ruebush**

**Phone: 217-285-2431, 217-285-2613 Fax: 217-285-5479**

**Follow us on Facebook at Pittsfield South Elementary**

**Twitter - @gosaukees Website-www.pikeland.net**

**South Elementary School  
655 South Clarksville Rd  
Pittsfield, IL 62363**



# South Elementary School Vision

By the end of second grade, all South Elementary Students will read and comprehend on a second grade level, will be fluent with addition and subtraction facts, and will apply grade level mechanics in their writing.

*Home of the Little Braves*

## **SOUTH SCHOOL MOTTO**

“Where Opportunity Begins”

### **THE LITTLE BRAVE PROMISE**

Our Little Brave Promise is to work hard, be good friends and try  
to do our best everyday!

We will work together so we can learn. We will be respectful,  
responsible, and safe in whatever we do.

It might be hard, but we can do it!

**Our day begins with a moment of silence,  
The Pledge of Allegiance, and The Little Brave Promise  
led by student helpers.**

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**The Pikeland CUSD #10 Policy Handbook is available at the Pikeland Board office.**

## STAFF DIRECTORY

Principal	...	...	...	...	...	Mrs. Angie Ruebush	aruebush@pikeland.org
Secretary	...	...	...	...	...	Mrs. Melissa Douglas	mdouglas@pikeland.org
Custodians	...	...	...	...	...	Mrs. Barb McKee	
						Mrs. Vicki Tharp	
Preschool	...	...	...	...	...	Mrs. Jennifer Herren	jherren@pikeland.org
						Mrs. Bethany Williams	bwilliams@pikeland.org
Parent Coordinator/Media Center	...	...	...	...	...	Mrs. Gretchen Petty	gpetty@pikeland.org
Kindergarten	...	...	...	...	...	Mrs. Emily Rhodes	erhodes@pikeland.org
						Mrs. Jodi Gengler	jgengler@pikeland.org
						Mrs. Jennifer Wessel	jwessel@pikeland.org
						Mrs. Brittney Frieden	bfrieden@pikeland.org
First Grade	...	...	...	...	...	Mrs. Kim Groom	kgroom@pikeland.org
						Mrs. Marni Bradshaw	mbradshaw@pikeland.org
						Mrs. Kayla Riley	kriley@pikeland.org
						Mrs. Rachel Cawthon	rcawthon@pikeland.org
Second	...	...	...	...	...	Mrs. Michelle Bigley	mbigley@pikeland.org
						Mrs. Darlene Corgiat	dcorgiat@pikeland.org
						Miss Katie Geisendorfer	kgeisendorfer@pikeland.org
						Mrs. Kristi Heafner	kheafner@pikeland.org
						Miss Marla Willard	mwillard@pikeland.org
PE	...	...	...	...	...	Miss Erin Allen	eallen@pikeland.org
Music/Reading	...	...	...	...	...	Mrs. Kayla Boren	kboren@pikeland.org
RTI Interventionist	...	...	...	...	...	Mr. Jerred Heinz	jheinz@pikeland.org
Resource Teacher	...	...	...	...	...	Mrs. Debbie Barton	dbarton@pikeland.org
Special Education	...	...	...	...	...	Miss BJ Yelliott	bjyelliott@pikeland.org
Title I	...	...	...	...	...	Mrs. Ellen Peak	epeak@pikeland.org
						Mrs. Mary Pursley	mpursley@pikeland.org
Speech/Language	...	...	...	...	...	Mrs. Erin Howland	ehowland@pikeland.org
Social Worker	...	...	...	...	...	Mrs. Anita Mefford	amefford@pikeland.org
						Mr. John Heafner	jheafner@pikeland.org
Nurse	...	...	...	...	...	Mrs. Tasha Bartlett	tbartlett@pikeland.org
Paraprofessionals	...	...	...	...	...	Mrs. Kathy Lehr	
						Mrs. Chris Browning	
						Miss Emily Hoover	
						Mrs. Amber Apps	
						Mrs. Sara Wyatt	
						Mrs. Tiffany Nash	
						Mrs. Melanie Plattner	
						Mrs. Tricia Moore	
						Mrs. Kristen Killebrew	
						Mrs. Rosalind Anstedt	

**COOKS FOR SOUTH:**

Karen Hooper, Tammy Zumwalt, Cashier;  
Susan Collins, Cafeteria Supervisor

**PIKELAND COMMUNITY UNIT DISTRICT #10**  
**South Elementary School - 285-2431 & 285-2613**

**DESCRIPTION OF SCHOOL/INTRODUCTION**

Welcome to South Elementary School. At South School we have grades Preschool through 2. We sincerely hope this handbook will prove to be of value to all our parents. It is designed to answer the many questions parents have concerning our school. We have tried to organize the handbook in a logical manner, but would recommend parents read the entire contents to become familiar with the material. Although those topics and rules dealt with most frequently are addressed, **this handbook is not all-inclusive** and situations not covered within will be dealt with as the need arises.

**SOUTH ELEMENTARY SCHOOL**

**STUDENT SUPPLY LIST~**

**Grades Preschool, K, 1, 2 – School bag or Backpack (No Rollers)**

Preschool	Kindergarten	1 <sup>st</sup> Grade	2 <sup>nd</sup> Grade
<b>Optional Supply List</b> Clorox wipes Baby Wipes Full Size back pack (no rollers) Kleenex Playdoh Paper Towels One subject spiral notebook-Mrs. Herren Ziploc Sandwich Bags-Mrs. Williams	1-8 pack Crayola Crayons 4-24 packs Crayola Crayons 6 glue sticks 1 glue bottle 2 boxes of Kleenex 1 pair of scissors (Fiskar) 1 pack of crayola markers (classic colors) Red & Blue Kindermats (basic) *No folders, notebooks, binders, or pencil boxes  Student's with Last Name A-M please also bring colored pencils & germ-x.  Student's with Last Name N-Z please also bring baby wipes & Clorox wipes.  You do not need to label your child's supplies. We use group supplies.	1 pink eraser 1 box Quart size Ziplocs 4 boxes 24 crayons 2 box markers 2 Elmers bottle glue 4 Elmers glue sticks 1 Fiskar scissors 2 box Black Expo Dry Erase Markers 2 boxes of tissues 1 pencil box 2 boxes of pencils 1 Watercolor set Boys- Clorox Wipes Girls- Baby Wipes 1 Backpack	School Box-Please choose one that will fit crayons, markers, and glue sticks. 1 large box of #2 pencils 4 pack of Black Dry Erase Markers Soft pink erasers/eraser caps Colored Pencils Box of 48 or less crayons 1 Watercolor set 4 glue sticks White Elmers Glue- no colored glue Pointed scissors 70 sheet notebook (college rule) Backpack (no trapper or rollers) 2 large boxes of tissues Optional: Cleaning Wipes Gallon, quart, Sandwich Ziploc bags Sheet protectors 8 1/2" x 11" 8 to 12 package of Crayola Markers (primary colors)



## SOUTH SCHOOL GRADING SCALE

A=100-93

B=92-85

C=84-77

D=76-69

F=68-0

### STUDENT USE OF PHONES

There is only one phone accessible to students, and students must have permission from the office staff to use this phone. In fact, children should use the telephone **only in case of emergencies**. **Cell phones may not be used at South School.**

### ARRIVAL/DISMISSAL/SAFETY INFORMATION:

*Starting time:* 8:27 a.m.

*Dismissal time:* AM Preschool & Half Day Kindergarten – 11:00 a.m.

*All-Day classes:* 3:20 p.m.

Parents, we ask your cooperation by not dropping off children **before 8:00 a.m.** There will be a teacher at the front door each morning to greet your student. Bus students who arrive prior to 8:15 are to go to the breakfast area or the gym. **All adults entering the building between 8:00 a.m. and 3:20 p.m. must register in the office and obtain a Visitor's Pass.**

Preschool students will be dropped off at the front door. Teachers or paraprofessionals will be waiting for them to arrive. The morning class will be taken to the pick-up pad for pick-up. The afternoon class will be dropped off at the front door. Pick-up parents will retrieve their students at the gym door at dismissal. Parents delivering or picking up children at South School should use the North Entrance Area. Drop offs are not permitted in the lane behind the building. **No parked cars are permitted in the pick-up lane before 3:00 p.m. This is a fire and emergency vehicle lane, and we need to keep this area free of vehicles. The afternoon pick-up line may begin forming at 3:00 p.m.**

Students may ride bicycles to school and should walk their bicycles across the street. All bicycles are to be parked in the racks and left parked until school is dismissed. Bike riders and any student who walks should not arrive prior to 8:05 a.m. They should always be careful and use good safety rules.

### VISITORS:

**1. Parents will be allowed to walk their students to their classrooms for the first week of school August 20<sup>th</sup>-24<sup>th</sup>.**

2. After the first full week of school parents will be required to say their good-byes on the pick-up pad.

3. Parents are welcome to come into the building for conferences, lunch, questions, birthdays, celebrations, etc. They will be required to stop at the office, sign-in and receive a visitor's tag.

4. All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office.

5. The security system requires visitors to be "buzzed" in after 8:00 each morning and then the remainder of the day. Each visitor must push the button on the intercom system and look at the camera. All visitors buzzing in will receive the same message. Each visitor will state their name and purpose for their visit. If deemed necessary, you may be asked to provide identification. The office staff will electronically unlock the door in order for you to gain entry into the building. A person will have a few seconds from the click to open the door.

6. Visitors must stop in the office and sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

6. Students may not bring guest visitors to school with them unless a specific time has been assigned for this activity. This does not prohibit parent visitation. Parents are encouraged to visit schools. Please prearrange your visit with your child's teacher between the hours of 8:30 a.m. and 3:20 p.m. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

### ***RESTRICTED PICK-UP***

Parents requesting Restricted Pick-up for their children **must do so each school year**. A request for restricted pick-up must be accompanied with unaltered proof that the person making the request has sole custody or an active Order of Protection for the child.

### ***EMERGENCY/EARLY SCHOOL CLOSINGS***

In cases of bad weather and other local emergencies, please listen to any local radio (WBBA) or television station (WGEM or KHQA) to be advised of school closings or early dismissals. The School Reach system will also notify you by phone. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. **PLEASE DO NOT CALL THE SCHOOL EACH TIME THERE IS AN EARLY DISMISSAL.**

If we dismiss early for an emergency, all after-school functions are automatically cancelled.

## **Delayed Start**

Inclement weather in the early morning hours during the winter months can often lead to decisions of closing school for the entire day due to unsafe travel over the roads. However, two hours later, the sun has come out, the roads have been cleared and salted and travel is much safer. . . .and learning could be taking place in our classrooms. As a result of this scenario, the Pikeland administration has put the following plan in place. With a delayed start, buses will arrive at the current pick-up points two hours later than their regularly-scheduled time. Those students who walk or drive to school should not arrive prior to the drop off times listed below. In the event a delayed start schedule is utilized, class periods will be shortened, but dismissal times will NOT change.

### **If a delayed start schedule is activated:**

- Schools will begin exactly **two** hours later than usual.
- All busses will operate exactly **two** hours later than usual.
- Parent drop off time will be **two** hours later than usual.

For example: If the bus usual picks up your student at 7:30 in the morning then it would pick them up at 9:30 in the morning instead.

### **Delayed Start Schedules are as follows:**

#### **Pikeland Preschool**

Morning (a.m.) classes will be cancelled. Afternoon (p.m.) preschool classes will begin and end at their usual times.

#### **South School Grades K-2**

Class starts at 10:27 a.m. with drop-off starting at 10:00 a.m. Students will be dismissed at the usual time of 3:20 p.m. Cereal, milk and juice will be available for purchase and for free/reduced students wanting breakfast when they arrive at 10:00 a.m. Lunch will remain at the usual time.

#### **Pikeland Community School**

Class starts at 10:27 a.m. with drop-off starting at 10:00 a.m. Cereal, milk and juice will be available for purchase and for free/reduced students wanting breakfast when they arrive at 10:00 a.m. Lunch period lengths will remain the same and an alternative class schedule will be put in place. Dismissal time will remain the same at 3:25 p.m. After school activities and athletics could remain as scheduled weather permitting. Please check the website for updated information.

#### **Pittsfield High School**

First period will begin at 10:25 a.m. with drop-off/arrival starting at 10:00 a.m. Cereal, milk and juice will be available for purchase and for free/reduced students wanting breakfast when they arrive at 10:00 a.m. An alternative schedule will be put in place. Dismissal time will remain the same at 3:20 p.m. . After school activities and athletics could remain as scheduled weather permitting. Please check the website for updated information.

## SCHOOL CALENDAR

First Full Student Day.....	August 16
First Day of Kindergarten/Compliance day.....	August 17
First Day of Preschool.....	August 20
Preschool Compliance.....	August 28
Labor Day .....	September 3
Parent/Teacher Conferences.....(evenings).....	October 1 & 2
Columbus Day.....	October 8
Veteran’s Day.....	November 12
Thanksgiving Vacation Begins.....	November 21 @ 3:20p.m.
Classes Resume.....	November 26
Christmas Vacation Begins.....	December 21 @ 2:35 pm
Classes Resume.....	January 7
Martin Luther King Day.....	January 21
President’s Day.....	February 18
Parent/Teacher Conferences... (evenings).....	March 12 & 13
Good Friday.....	April 19
Classes Resume.....	April 23
Memorial Day.....	May 27
Last day of school.....	May 28

## COMPLIANCE DAY

New students in all grades (including Preschool) and those entering from out of state must have the following records on file: 1. Physical examinations signed by a physician (M.D. or D.O.), a certified nurse practitioner or a physician’s assistant. 2. Age-appropriate immunizations required by state of Illinois, 3. A copy of a certified birth certificate, and 4. A notarized Affidavit of Residency. Failure to provide any of these on compliance day will result in your child being excluded from school.

Compliance Date First and Second Grade- August 16th

Compliance Date Kindergarten- August 17th

Compliance Date Preschool- August 28th

## CHANGE OF ADDRESS OR OTHER PERSONAL INFORMATION

Please notify the school office immediately if there is a change in your address, telephone number or other personal information so that we can maintain accurate school records. When changing your address, current proof of residency is required. Should an emergency arise, it is extremely important that we are able to contact parents/guardians in the quickest manner possible.

## STUDENT PICTURES, NAMES IN THE NEWS, & FACEBOOK

Students’ pictures and/or names are sometimes displayed in newspapers, on the internet ( District website and/or Pittsfield South Elementary Facebook Page & Pikeland Unit #10 Social Media Platforms), on the radio, or in educational publications. Parents objecting should write a “Note of Objection” on a yearly basis.

## KEEPING PARENTS INFORMED

An important function of the school is to keep parents informed as to what is going on in the school. You will receive a weekly bulletin with announcements and important dates to remember. Parents are encouraged to sign up for “REMIND” text messaging and follow us on Facebook at Pittsfield South Elementary School.

**MATERIALS FEE:** Grades K-2 - \$60.00 (1/2 Day Kindergarten - \$30.00)

*If you feel you cannot pay for needed school materials, ask the teacher in your child's room for the proper forms to be filled out. Forms will be sent home at the beginning of school for fee waivers and free/reduced lunch.*

### 4.140 WAIVER POLICY – STUDENT FEES

**A. ASSESSMENT:** Parents or guardians may be charged fees relative to students as authorized by the Board of Education or in accordance with board policy or law. Student fees may include, but not necessarily be limited to, textbook rental.

#### **B. WAIVER**

**IN GENERAL:** Fees may be waived or reduced by the Board of Education where good cause exists or the law requires such waiver or reduction. Good cause specifically includes the inability of parents or guardians to afford the fees.

**APPLICATION:** Parents or guardians unable to pay any fee shall apply to the principal for a waiver or reduction of such fee within seven (7) days after receiving notice that a fee is due. The notice of fees due shall advise parents or guardians that fees may be waived if they are unable to afford them and the procedures for initialing a request for a waiver. In the case of textbook rental fees, the application shall be made within seven (7) days after the scheduled date for student registration or after the day on which the student was registered, whichever is later.

**PROCEDURES:** The application for fee waiver shall state the specific reason or reasons a parent or guardians unable to afford the fee which may include, but not necessarily be limited to, that the student is eligible for free lunches or breakfasts under the Community School Lunch program. Supporting documentation may be provided or requested by the principal, superintendent or Board of Education. The principal shall make a recommendation to the superintendent regarding waiver or reduction of a fee. The superintendent may approve or disapprove the waiver request in whole or in part. A parent or guardian not satisfied with the superintendent's action may request in writing within seven (7) days after being notified of the superintendent's action that the superintendent submit such request to the Board of Education for its determination at its next regular board meeting. At the board meeting, the parent or guardian shall be provided the opportunity to be heard verbally or in writing. Any requirement to pay fees shall be deferred until a decision on a request for waiver is made by the superintendent or Board, as appropriate.

**INSTALLMENT PAYMENTS:** Where fees are not waived in the entirety, a parent or guardian may request to make payment on an installment basis. The principal and the superintendent are authorized to allow such installment payments.

**DISCRIMINATION:** No discrimination or punishment of any kind, including the lowering of grades, exclusion of classes, shall be exercised against a student whose parents or guardians are unable to purchase required textbooks or instruction materials or to pay required fees. Remedies shall be pursued only against a child's parent or guardian.

## SCHOOL LUNCH PRICES/PROCEDURES

A hot lunch is available for students. Lunches are served daily at a cost of \$2.40 a day. Breakfast is served from 8:00 – 8:25 a.m. at a cost of \$1.00. A menu is published each week in our Friday Note. Adult lunches are \$2.60 and adult breakfasts are \$1.25. One milk comes with a lunch. Extra milk is 30 cents. Students are allowed to bring their own lunch. Milk can be purchased for 30 cents. Soda is not allowed.

Pikeland Unit #10 has a policy that strongly encourages students to pay for their breakfast/lunch in advance or on the day of purchase. Advance payments may be sent in an envelope to your child's school with your child's name on the envelope. The cashier at each school will also accept payments daily. If you have children in two or more buildings and want to make one payment each month, please specify how much money goes to each child's account when you send the payment. Regular charging of student meals is not allowed. In case of an emergency, students will be allowed to charge their breakfast/lunch. If your child's account is out of money they will receive a red ticket to let you know they have no money left on their account. If your child owes \$20.00 or more in meal charges, they will receive an alternative breakfast (toast, milk and juice) and alternative lunch (peanut butter and jelly sandwich, milk and fruit) until balance is paid in full. Students owing more than \$20.00 can pay on a daily basis to prevent them from receiving an alternative meal. Bills for lunches are sent out when a student's account reaches -\$10.00. **Free and reduced price meal forms are always available in each school office if you feel your child might qualify. Free and reduced form can be filled out anytime during the year if your financial status changes. A new application must be completed each school year. Contact Susan Collins at 285-9462 with any questions.**

	Recess Times	Lunch Times
Kindergarten	11:00- 11:30	11:30-12:00
Grade 1	11:30-12:00	12:00-12:30
Grade 2	12:00-12:30	12:30-1:00

Students may leave for lunch with their parent and must bring a note from their parent/guardian. When the student leaves for lunch their parent/guardian must sign them out in the office and must also sign them back in when they return from lunch. Children are not allowed to leave the school ground during lunch or playtimes without signing out. Students will be going outdoors during recess and noon whenever weather permits. **Any child who must remain indoors due to illness must bring a written note from home.** If this becomes habitual, a doctor's statement will be requested.

### **Distribution of Non-School Materials and Inclusion in Announcements**

School does not mass distribute commercial flyers or brochures to students. Information of this type maybe placed in the office and students may pick it up in the office. The announcement of these items will be included in the Friday Note.

**LOST AND FOUND:** We maintain a lost and found box by the office. Any textbooks or other articles found in the building or on the school grounds should be taken to the office promptly. Articles not claimed by the end of the second semester will be disposed of at that time. **It is advisable to place names on all articles brought to school to aid in their return to owners.** We cannot be responsible for any items lost or stolen. Students should not bring any items (toys, electronic games) to school.

### **VOLUNTEERS: We invite parents/grandparents to volunteer at South School.**

All school volunteers that come on a regular basis must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who

desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in the office and receive a visitor badge.

**PARTIES:** Classroom parties for the whole school are permitted for Christmas, Valentine's Day, and Easter. An All-School October Olympics is sometimes substituted for Halloween parties.

**BIRTHDAY CELEBRATION:** Student birthday celebrations are permitted at South School on an individual basis when a parent and student chooses to recognize a birthday at school.

Parents are asked to follow these guidelines:

1. Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. **All treats and snacks must be store bought and prepackaged in individual servings.** Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.
2. Send no more than one food item to be passed out (a drink may be sent also, if the parents chooses. If that is the case, cups should be sent.) **NO** hard candy or balloons are permitted.

### **DELIVERY OF ITEMS TO STUDENTS AT SCHOOL**

Lunch boxes, school supplies, party supplies, etc: When it is necessary to deliver such items to school or a student, please check in at the office regarding where to leave the items.

Flower and Balloons: South School does not accept deliveries of flowers and/or balloons for students.

Birthday/party invitations: They are allowed at school only if everyone in the class is invited and addressed with the student's names.

## **SMOKE FREE POLICY**

No person on school property or at school events shall smoke or otherwise use tobacco products.

## **SAFETY DRILL PROCEDURES AND CONDUCT**

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

## **MANDATED REPORTERS**

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

## **SEX OFFENDER NOTIFICATION LAW**

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

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

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

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

A violation of this law is a Class 4 felony.

Exceptions must be approved by the building administrator in advance.

Parents may access information regarding the Statewide Sex Offender Database via the Department's homepage at <http://isp.state.il.us/sor/>.



# \*\*\*PROGRAMS\*\*\*

## PRESCHOOL

### Enrollment Criteria:

1. Children must be 3, 4, or 5 years of age and not eligible for kindergarten.
2. Student must reside in Pikeland School District.
3. Student must complete a developmental screening before being considered for enrollment. Placement is determined by a point system that considers his/her risk of academic failure as determined by results of screening, family, medical histories, and other at-risk factors.
4. Student must meet Pikeland and Illinois enrollment requirements: Certified Birth Certificate, Up-to-date record of required immunizations, notarized affidavit of residence, physical completed by an M.D. or D.O. within one year before first day of school.

**Absences and Irregular Attendance:** Regular attendance to class is very important to your child's progress. Preschool will not help your child if he or she has frequent absences. Unless your child is sick or there is a serious family problem, he or she should come to class. Reasons for being absent from school are recorded daily. **Poor attendance of 10 or more unexcused absences will result in your child being dropped from the program.** If your child has to miss class, please notify us as soon as possible by calling the school, 217-285-2431.

**Illness:** Please do not send your preschool student to school if he or she has any of the following symptoms:

1. A fever.
2. A diarrhea or vomiting
3. An infected (yellow or green) discharge from nose or eyes.
4. A rash with a fever.

**Drop Off/Pick up:** Preschool students will be dropped off at the front door. Teachers or paraprofessionals will be waiting for them to arrive. The morning class will be taken to the pick-up pad for pick-up. Parents will no longer need to get out of their cars. The afternoon class will be dropped off at the front door and pick-up parents will retrieve their students at the gym door at dismissal.

**Visiting Your Child's Class:** Parents and grandparents are welcome to visit their child's preschool classroom. We ask that you prearrange the date and time of your visit with the teacher. (See visitor information, page 12.)

### Helpful Tips for Visitors

1. **Be willing to join in activities.**
2. **Whenever possible get down on the child's level when interacting with them.**
3. **Dress in comfortable clothing.**
4. **Support the teacher's directions.**
5. **Most of all, enjoy yourself!**

**Field Trips:** Your child will be going on a variety of field trips that are scheduled throughout the year. You will be notified of date, time, and destination in advance. No younger siblings may be transported on the bus.

### Class/Socialization Rules

1. Preschool classes are for enrolled children only. Siblings or children's friends are not allowed to be present in the classroom. This is due to safety and insurance liability reasons.
2. Every effort is made to provide your child with the type of learning environment, which leads to the development of inner controls and positive self-discipline. We do not use corporal punishment. While interaction between a parent and child is not directly interfered with, every effort is made to model positive methods and encourage parents to explore the use of positive discipline techniques. Where necessary, "thinking square time" is used. This is a place away from the group but within sight of an adult.

## **ALL DAY/HALF DAY KINDERGARTEN**

Pikeland offers both Half Day and All Day Kindergarten. The Half Day program will be offered from 8:27-11:00 a.m. Concentrated academic instruction will happen in the mornings. Enrichment, center-based activities, and holiday parties will happen in the afternoons. Parents choosing to recognize their child's birthday at school may send treats for parties in the mornings for Half Day K students and in the afternoon for All Day K students. Parents of Half Day K students may bring their child to all school assemblies in the afternoon. Parents choosing to do this are expected to stay for the event and supervise their child. Parents have the option of switching their child from Half Day to All Day K or from All Day to Half Day K only once during the school year.

**SPECIAL EDUCATION:** Pikeland schools, through membership in the Four Rivers Education District, offer a broad spectrum of services for students with special needs from ages 3-21. Programs are designed to meet the needs of students who have significant learning problems, which impact their school program. In most cases the services are offered at Pikeland schools, whether on a part time basis or full time basis. An exception to this arrangement is made for 3-5 year olds who attend Early Childhood program, and for students who have a severe and/or unique disability, which requires placement in a neighboring district. Before a student is evaluated and placed in a Special Education Program, parents and/or the legal guardians are involved in the process, and must give their permission to proceed. In addition to the aforementioned programs, other support services are offered including speech and language therapy, psychological evaluations and consultations and counseling.

Referral may be made by parents, teachers, or any authorized agency through the principal. Of special note is the availability of Early Childhood screening and diagnostic services. Any parent of a child who suspects his child may need special help, should contact the South School office or Four Rivers in Jacksonville, phone 217-245-7174.

## **FOUR RIVERS SPECIAL EDUCATION DISTRICT**

### **Medicaid Parental Consent Written Notification Letter**

Consistent with requirements in 34 CFR 300.503(dc) and in the event that your child requires health related services pursuant to an Individual Education Plan (IEP) we hereby give notice of the following:

1. That a written and signed parental consent has been or will be obtained before accessing a child's or parent's public benefits or insurance acknowledging that parent or guardian understands and agrees that the public agency may access the child's or parent's public benefits or insurance to pay for services under 34 CFR 300;
2. That personally identifiable information may be disclosed for the purpose of seeking reimbursement for Medicaid covered health-related services to its billing agent, other healthcare providers, the applicable State Agency or Insurance Program, and/or the Illinois Department of Healthcare and Family Services (HFS) as necessary to process claims;
3. That health related services pursuant to in Individual Education Plan (IEP) will be provided to your child with no out-of-pocket expense to the child's parent or guardian; and
4. That you have a right under 34 CFR part 99 and part 300 to withdraw your consent to disclosure of your child's personally identifiable information and that your withdrawal or refusal of consent does not relieve this public agency of its responsibility to ensure that all required services are provided at not cost to the parent or guardian.

**TITLE I PROGRAM:** The Pikeland Title I Program provides remedial reading and math support in grades K-8, Leveled Reading is provided for half the students in each grade 1 & 2 classroom. The purpose of Title I is to improve overall academic performance. Services are provided to those identified through teacher referral, Stanford Test scores, or individual screenings. Parents are notified of placement and have the right to refuse placement. However, refusals are rare because this is a supplemental program that complements the total curriculum.

The program is funded by a federal grant. The Title I staff makes every effort to provide a valuable and enjoyable support program.

## **EDUCATION OF HOMELESS CHILDREN**

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

**Destruction of Records:** Pikeland Community School District Unit No. 10 annually reviews all student records. This school district keeps student information such as grades, classes taken and graduation date for not less than 60 years. Other information such as disciplinary actions, test scores, and IEP information is retained for 5 years. Parents of students and students that graduate or left this District are hereby notified that if they wish a copy of any “temporary” information before it is deleted/destroyed, they must make a request to the Pikeland Superintendent or South School’s principal within five (5) years of graduation or departure from school. Temporary records will be destroyed five years following graduation or departure from school.

## **EQUAL OPPORTUNITY AND SEX EQUITY**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Parents can examine instructional materials about body awareness upon request to the building principal.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact South School administration

## **NOTICE FOR DIRECTORY INFORMATION UNDER THE FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Pikeland CUSD #10, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, Pikeland Unit #10 may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Pikeland CUSD #10 to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production;
- the annual yearbook;
- Honor roll and other recognition lists;
- graduation programs;
- and sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories-names, addresses and telephone listings-unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

**If you do not want Pikeland CUSD #10 to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1. Send necessary correspondence to Mrs. Angie Ruebush, Principal, 655 Clarksville Road, Pittsfield, IL 62363.**

Pikeland CUSD #10 has designated the following information as directory information:

- Student name
- Student Grade
- Honors/awards won by the student (honor roll, etc...)
- Name for newspaper picture
- Participation in extracurricular activities
- Height/weight for athletic programs

## **SCHOOL BOARD PROMOTION POLICIES**

The promotion policy in the elementary schools is geared to the individual and is based on what the teacher, principal, and parent concludes is best for the child after careful study of all the information available. In controversial situations the principal and teacher will make the final decision. A child should normally be promoted if he is socially, emotionally, and physically ready for the next level and has completed or mastered the basic skills to have probable success at the next grade level. A child should normally be retained if he will not be able to succeed in working with one of the groups at the next grade level. The welfare of the child shall be the determining factor in the decisions involving promotion or retention. Since developmental rates and patterns vary so greatly from child to child it may be necessary to provide some children an additional year to develop.

South School has established minimum expectations for exiting a grade level. The expectations are listed below.

### **Exiting Preschool-Entering Kindergarten**

#### **Math**

Counting with understanding to 10  
Give quantities to 5  
Create simple patterns  
Can identify up, down, under, over  
Can recognize opposites

#### **Writing**

Basic shapes  
First name

#### **Self-help/ Fine Motor Skills**

Buttoning, zipping, snapping  
Can manipulate scissors on a straight and curved  
line

#### **Reading**

Recognize at least 10 alphabet letters  
Recognize name in print

#### **Social**

Turn-taking  
Participates in group  
Attend at circle time 15-20 minutes  
Follow simple directions/instructions

# Exiting Kindergarten- Entering 1st Grade

## **Reading**

- Can identify reading from left or right & top to bottom
- Can recognize parts of a book-title, author, front, back
  - Can recognize first and last name
  - Can distinguish capital and lower case letters
  - Knows alphabet in and out of sequence
- Can identify 80% of uppercase and lowercase letters
- Can produce 80% of letter/sounds associations
  - Can recognize 10 basic color words
  - Can identify and produce rhyming words
- Can recognize words that begin with the same sound and end with the same sound
  - Can recognize 80% sight words
- Can identify part-whole relationships in word families.

Reading Level D

## **Writing**

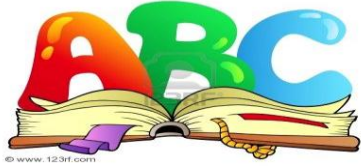
- Can hold a pencil correctly
- Can print first and last name on proper line
- Can print most of the letter, capital and lowercase, correctly
- Can distinguish where a word begins and ends
  - Can tell how many words in a sentence
  - Knows that a capital begins a sentence
  - Can identify where a sentence ends
- Can write a brief legible paragraph with 3 complete sentences on a single a topic.
- Can listen to and comprehend stories read by the teacher

## **Math**

- Identify numbers 1-20, when seen in the environment.
  - Write numbers 0-20 with correct formation
- Counts sets of objects with 1-1 correspondence
- Uses objects, graphs, and numbers to demonstrate understanding of more than, less than, and equal to
  - Counts to 100 by ones and tens
- Identify 2 and 3 dimensional shapes (2 dimensional- circle, square, rectangle, triangle, oval, rhombus (diamond and hexagon) 3- dimensional-cube, cone, sphere, rectangle prism, cylinder)
- Uses non-standard units to measure objects (Common household objects such as toothpicks or crackers)
- Explores addition and subtraction using basic facts to a sum/difference of 5 using objects ( $3+2=5/5-2=3$ )

## **General**

- Can follow more than one direction
- Can identify likeness and differences in words and pictures
- Uses complete sentences and pictures in sequence orally
  - Can work independently for 15 minutes
  - Can work cooperatively in small groups
  - Can color within reason in between lines
  - Can name and identify 10 basic colors
    - Can cut and paste neatly
    - Can identify left and right



## Exiting 1st Grade- Entering 2nd Grade

### **Reading**

Reading level I  
Decoding of consonants  
Beginning, middle, ending blends, digraph  
Decoding of vowels (short, long)  
Know 80% sight word vocabulary  
Sequencing  
Recognize different types of reading materials

### **Language**

Edit for punctuation (., ?, !)  
Edit for capitalization (names, places, beginning of sentence, the word I)  
Sequencing of a story

### **Spelling**

Basic concept of how to sound out a word in order to spell  
Spell correctly 80% No Nonsense words

### **Writing**

Write complete sentences on a single topic including details and focus and wrap up.

### **Math**

- \*Use addition/subtraction within 20 to solve word problems. Solve addition word problems of 3 whole numbers less than or equal to twenty. (Emma has 3 cookies, John has 2 cookies, and Bobby has 4 cookies. \*How many cookies do they have altogether?)
- \*Use fact families to solve addition and subtraction problems whose sum is up to 20. ( $8+3=11$  so  $11-8=3$ ).
- \*Tell and write time in hours and half hours using analog and digital clocks.
- \*Work with numbers to 999 including reading, writing using digits, comparing, and using place value.
- \*Solve simple problems using bar graphs, picture graphs, and tally marks.
- \*Compare 2 dimensional and 3 dimensional shapes using characteristics (sides, faces, edges, vertices).
- \*Counts to 120 starting from any number.

## Exiting 2<sup>nd</sup> Grade-Entering 3<sup>rd</sup> Grade

### Reading Level M

Ability to comprehend at level  
Oral reading with fluency and expression  
Can follow oral and written directions

### Language

Can identify nouns, verbs, pronouns  
Can ask and answer such questions as *who*, *what*, *where*, *when*, *why*, and *how* to demonstrate understanding of key details in a text.  
Compares and contrasts two or more versions of the same story (e.g. Cinderella stories) by different authors or from different cultures.  
Compare and contrast the most important points presented by two texts on the same subject.  
Know and apply grade-level phonics and word analysis skills in decoding words.  
Read with sufficient accuracy and fluency to support comprehension.  
Recount and describe key ideas or details from text read aloud or information presented orally or through other media.  
Demonstrates command of the conventions of standard English grammar and usage when writing or speaking.

### Spelling

No nonsense test—80% accuracy

### Writing

Demonstrates knowledge of proper capitalization, punctuation, types of sentences, and complete sentences.  
Write 5 paragraphs on topic with details.

### Math

- \*Students will work with number to 10,000 including reading, writing, comparing, and place value of those numbers. In standard form (364), expanded form (300+60+4) and word form (three hundred sixty four).
- \*Students will tell time to the nearest five minute. They will also use a.m. and p.m. and tell time on a digital clock.
- \*Students will build fluency in addition and subtraction of numbers to 4 digits.
- \*Students will be familiar with multiple step word problems involving addition and subtraction and use given information to build word problems. Teacher says  $5+3=8$  students respond there were 5 cats and 3 dogs there were 8 animals.
- \*Students will be familiar with standard units of measurement including centimeters, inches, feet, and yards. They will measure objects to centimeter, half inch, inch, and foot.
- \*Students will be able to work with money up to five dollars including addition and subtraction of coin or bill combinations, identify equivalencies, make coin exchanges, and count coin and bill combinations.
- \*Students will master the basic multiplication facts: 3,4,5, and 10.
- \*Students will be responsible for solving simple problems using information presented in a bar graph, pictograph, tables, and tally charts.
- \*Master basic additional and subtraction facts through 9.



## AUTHORIZATION FOR DISTRICT NETWORK ACCESS

All use of the District Network shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials. This *Authorization* does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the *Authorization for District Access* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

### Terms and Conditions

1. Acceptable Use - Access to the District's network must be for the purpose of education or research and be consistent with the educational objectives of the District.

2. Privileges - The use of the District's network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated this *Authorization* and may deny, revoke, or suspend access at any time; his or her decision is final. Alternatively, a committee could review the system administrator's decision.

3. Unacceptable Use - You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Gaining unauthorized access to resources or entities;
- g. Invading the privacy of individuals;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent/
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

4. Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in your messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language
- c. Do not reveal the personal addresses or telephone numbers of student's colleagues.
- d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

5. No Warranties - The District makes no warranties of any kind, weather expressed or implied for the service it is from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

6. Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this *Authorization*.

7. Security - Network security is a high priority. If you can identify a security problem on the District network, you must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the district network, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. Telephone Charges - the District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

***State law requires the District to notify students and their parents/guardians that school officials may request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.***

## **TESTING**

Tests to measure locally developed learner outcomes and to monitor student progress are administered throughout the year for school improvement purposes and to meet individual student needs. Periodic Individual placement testing may be done 1) for the purpose of determining current levels of performance, 2) to make appropriate placement, and 3) to meet a student's individual needs.

## **\*\*\*ATTENDANCE\*\*\***

Illinois law requires that whoever has custody or control of any child between 6 and 17 years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

### **STUDENT ABSENCE**

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

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.

The school requires documentation explaining the reason for the student's absence.

Procedures for returning to school after an absence:

- a. A parent or guardian **MUST** call the office between 8:00-9:00 a.m. the day of the absence.
- b. If we do not receive a call from the parent, we will be contacting you.
- c. Upon returning to school, the student must have a written excuse from his/her parent/guardian to return to school. The written excuse should list specifically the days and the reason for the absence.
- d. **NO MATTER THE CIRCUMSTANCE, A STUDENT MUST REPORT TO THE OFFICE AFTER AN ABSENCE OF ANY LENGTH BEFORE REPORTING TO CLASS.** Students who fail to follow this procedure are subject to detention.
- e. Parents may call before 11:00 a.m. to have homework ready for pick up after school. If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and test, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.
- f. If there is no call or note, the absence is **UNEXCUSED**.

**SOUTH ELEMENTARY SCHOOL WILL NOT GRANT AN EXCUSED ABSENCE TO ANY STUDENT AFTER THAT STUDENT'S 7<sup>TH</sup> ACCUMULATED DAY OF ABSENCE, UNLESS A DOCTOR'S NOTE ACCOMPANIES THE STUDENT WHEN HE/SHE RETURNS TO SCHOOL.**

## MID-DAY APPOINTMENTS

**When students are to leave school during the time school is in session because of doctor or dentist appointments, please do the following:**

1. Write a note to the teacher stating the time and the date the student will be picked up at school.
2. When you come to school to pick up the student, come to the school office to sign your child out. We will call your child from his class, and he/she will meet you at the office.

## SCHOOL TARDINESS

Children who are late to school should report to the office when arriving. School starts at 8:27 a.m. Tardiness due to a doctor's appointment or other reported events, which are emergency in nature, are excused. **Five unexcused tardies equal one day unexcused day.** Tardies are unexcused late arrivals or unexcused early pick-ups

## ATTENDANCE PROCEDURES

*When a child has seen a physician for an illness, this should be reported to the school by way of a doctor's excuse stating the specific days to be excused (See "Student Absence, p. 24, of the South School Handbook). As a child's absences begin to climb, the procedure for dealing with these absences is:*

1. Notices to parents of students 6 – 17 when absences reach 4+ unexcused, 7+ excused/unexcused, or 9+ unexcused/excused combination.
2. Notice to Regional Office of Education Abolish Chronic Truancy Program when absences reach 4+ unexcused. Contact with parents.
3. 2<sup>nd</sup> Notice to ROE ACT when absences reach 7+ unexcused. Contact with parents.
4. 3<sup>rd</sup> Notice to ROE ACT when absences reach 9+ unexcused. Contact with parents.
5. Notice to States Attorney when absences reach 9+ unexcused. (High numbers of excused absences are dealt with and reported on an individual basis.) Contact with parents.

Absences are considered for the past 180 days and frequently involve 2 school terms.

**Truant Alternative Offering:** A Truant Alternative Program is available to students of Pike and Adams County. The Regional Superintendent of Schools through a state grant administers this program.

All Pike County schools participate in the truancy review board. This is in conjunction with the State Attorney's Office. This is to promote good school attendance.

# \*\*\*\*\*HEALTH INFORMATION\*\*\*\*\*

## MEDICINE AT SCHOOL

The Pikeland Unit 10 School Board adopted the following policy for administering medicines to students at school. **PLEASE NOTE:**

All medicine which must be taken during school hours, is to be delivered **PERSONALLY** by the parent/guardian to the office at South School.

If a student needs to take medication during the school day, the parent (s)/guardian (s) must obtain a “Student Medical Authorization Form” from the office. The form must be filled out and signed by the parent/guardian and the physician, then returned to our office. Medication is to be in a current, labeled, dated, prescription bottle. It is kept in a locked cabinet in the office, dispensed by school personnel, and logged. The student must take the medication in the presence of school personnel. Special written permission by a parent along with label from pharmacy is needed in the office if a student is to carry an inhaler. The office does not keep aspirin, Tylenol, or other over the counter medications on hand for students. **The school will not administer over the counter medication to students (example: allergy medicine, Tylenol, cough syrup, etc. unless prescribed by a doctor).**

Parents are encouraged to arrange medication schedules so as to avoid school-time involvement, if possible.

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

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

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

**Head Lice:** South School has a no live lice policy. Students that are found to have lice may be sent home and not allowed to return until lice free.

**SCHOOL NURSE:** The school nurse is available on call at all times during the day for any emergency situations that occur. South School reserves the right for the school nurse to confer with a child's doctor regarding illnesses which have a direct impact on a child's performance and/or attendance at school.

**WHEN A CHILD BECOMES SICK AT SCHOOL:** The parents of students are called to come pick up their child when the child has a temperature of 100+ degrees, the child vomits, has diarrhea or it has been determined by the teacher, principal and/or school nurse that it is in the child's best interest to be at home.

**INJURIES AT SCHOOL:** Any student injured while at school is taken to the office and the nurse is called if deemed necessary. An attempt to call parents will be made in most instances. For that reason parents are encouraged to keep the office informed of phone numbers where they can be reached. A student who sustains a head injury concussion will be dealt with on a case by case basis.

**HEARING AND VISION SCREENING:** Each child at South Elementary School is screened for hearing and vision. This is usually done in the fall of the year. If a problem is noted, the child will be re-screened in 7-10 days. (Parents and teachers are notified only if the child fails the re-screening procedure.) The nurse should be contacted if at any time during the year a parent is suspicious of a hearing or vision problem.

## **COMMUNICABLE DISEASE**

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

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease.

## **STUDENTS WITH FOOD ALLERGIES OR OTHER MEDICAL CONCERNS**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at 217-285-2431.

## **IMMUNIZATION, HEALTH, EYE AND DENTAL EXAMINATIONS**

### **Required Health Examinations and Immunizations**

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

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

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

Failure to comply with the above requirements by August 22<sup>nd</sup> of the current school year will result in the student’s exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term who are coming from out of state shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by compliance date, the student must present, by compliance date, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **Required Dental/Eye Examinations**

Dental examination:

- All children in kindergarten, second and sixth grade will be required to have an oral health examination. Each child shall present proof of examination by a dentist by May 15<sup>th</sup>, 2018.

The requirements for a vision examination are as follows:

- All children enrolling in kindergarten or enrolling for the first time will be required to have an eye examination.
- Each child shall present proof of examination by a physician licensed to practice medicine in all its branches or a licensed optometrist with in the previous year by October 15<sup>th</sup>, 2017

### **Exemptions**

A student will be exempted from the above requirements for:

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

### **Suicide and Depression Awareness and Prevention**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school’s ability to educate. Suicide and depression awareness and prevention are important goals of the school district. More information and a copy of the school district’s policy can be found on the school district’s website or obtained from the school office.

## **NOTIFICATION TO THE PUBLIC CONCERNING ASBESTOS WITHIN THE SCHOOL DISTRICT**

The following information is provided accordance with the Asbestos Hazard Emergency Response Act (AHERA) and the Board of Education of the District. This notification has the intent to inform workers, building occupants and their legal guardians of activities related to asbestos containing building materials in the school. Copies of the inspection reports and the management plans are available for inspection during normal office hours in each school in the district and at the district office.

Periodic surveillance is conducted at least every 6 months as long as asbestos materials remain in the building(s).

The district will continue its efforts to maintain all remaining asbestos containing materials an intact state and undamaged condition.

School maintenance and custodial personnel have received the required asbestos awareness training.

**Facilities Include:** Pittsfield High School and Pittsfield South Elementary.

## **INTEGRATED PEST MANAGEMENT POLICY**

Pikeland Community Unit School District #10 has an Integrated Pest Management Policy. As required by Illinois law you are being notified that periodically pesticides are used as a last resort to control pests. If you wish to be placed on a *registry* to be notified prior to spraying pesticide, please notify in writing the Board of Education Office, 512 South Madison Street, Pittsfield, Illinois 62363. In addition, a file of hazardous or toxic substances is maintained at each school of the district for the substances used at that school.



## \*\*\*\*DISCIPLINE\*\*\*\*

Copies of the all school district policies on student behavior are available in the school and district office.

### GENERAL SCHOOL RULES

1. Students are to obey and be respectful to **all** teachers.
2. Students will keep their hands and feet off others. No pushing, shoving, or other physical contact will be allowed.
3. Students must sign out in the Principals office at South before leaving the school grounds (before dismissal time).
4. Only safe playground games will be allowed. Balls may not be kicked or thrown against the building (no bombarding). Tackle football may not be played. No baseballs or softballs; tennis balls permitted.
5. Students are to leave the possessions of others alone. Lost and Found items should be brought to the office or to the teacher.
6. Because of the cleanup nuisance, students are not to chew gum on school grounds. **GUM IS NOT ALLOWED AT SCHOOL.**
7. Students are not to use obscene gestures, swearing, or other distasteful behavior.
8. Students are not to bring pets or other animals to school.
9. Students are to respect the rights of others and are not to do anything, which might deprive another individual of an opportunity to work and learn at school.
10. Students should walk within the building and on sidewalks when entering or leaving.
11. Everyone will **go outside when the weather permits.**
12. When school is dismissed, students should **go directly home.** The children should **not loiter** around the playground or halls.
13. Cell phones are not allowed at South Elementary School.
14. Students may **not possess weapons (knives, guns, etc.), real or look alike toys, on school property.**
15. 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. (For more information ask to see Pikeland District Policy #007.190)

**THREATS:** Any student who makes a threat (whether verbal, written or any other form) toward a teacher, administrator, staff member, or any other student may face suspension from school and possible expulsion by the Board of Education. If in the judgment of the principal a threat poses a physical danger to anyone, the police will be immediately notified. Pikeland Community Unit District No. 10 will not tolerate any known threat to our safe schools environment. Teachers, staff members, students, parents, and others are encouraged to inform the administration of any threats.

# **SOUTH ELEMENTARY SCHOOL COOL TOOLS FOR LIFE**



Students in kindergarten through second grade will be taught Cool Tools for Life lessons throughout the school year. This program focuses on students demonstrating positive behaviors in all areas of the school community. The goal of the program is to help students understand the importance of being respectful, responsible, and safe. Our hope is that you will partner with the school staff to help your child understand the expectations by using the Cool Tools for Life Matrix on the next page at school and home. Thank you for your support.

# Little Brave Cool TOOLS For Life

Be an  
Arrow Agent!



Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

**Be Respectful**

**Be Responsible**

**Be Safe**

<b>Classroom</b>	<ol style="list-style-type: none"> <li>1. Raise your hand</li> <li>2. Take turns</li> <li>3. Listen</li> <li>4. Inside voices</li> </ol>	<ol style="list-style-type: none"> <li>1. Be ready</li> <li>2. Best effort</li> <li>3. Back where it belongs</li> </ol>	<ol style="list-style-type: none"> <li>1. Walk</li> <li>2. Hands, feet, &amp; objects to self</li> <li>3. Proper use of materials</li> </ol>
<b>restroom</b>	<ol style="list-style-type: none"> <li>1. Respect property</li> <li>2. Flush, wash &amp; trash</li> <li>3. Respect other's privacy</li> </ol>	<ol style="list-style-type: none"> <li>1. Quick, quiet &amp; clean</li> <li>2. Hands feet &amp; objects to self</li> </ol>	<ol style="list-style-type: none"> <li>1. Wash hands</li> <li>2. Keep bathroom clean</li> <li>3. Proper use of facilities</li> </ol>
<b>Recess (playground &amp; indoor)</b>	<ol style="list-style-type: none"> <li>1. Listen to &amp; follow directions</li> <li>2. Play fair &amp; share</li> </ol>	<ol style="list-style-type: none"> <li>1. Use play equipment properly</li> <li>2. Return equipment</li> <li>3. Dress for the weather</li> </ol>	<ol style="list-style-type: none"> <li>1. Bell/whistle, freeze, walk</li> <li>2. Inform staff of problems</li> <li>3. Hands, feet &amp; objects to self</li> <li>4. What's on the ground, stays on the ground</li> </ol>
<b>Hallway</b>	<ol style="list-style-type: none"> <li>1. In a square, save a square</li> <li>2. Maintain personal space in silence</li> <li>3. "Silent Heroes"</li> </ol>	<ol style="list-style-type: none"> <li>1. Stay together</li> <li>2. Keep it neat</li> <li>3. Return promptly to class</li> </ol>	<ol style="list-style-type: none"> <li>1. Walk single file</li> <li>2. Keep outside doors closed</li> <li>3. Remain silent</li> </ol>
<b>Lunchroom</b>	<ol style="list-style-type: none"> <li>1. Practice good table manners</li> <li>2. Inside voices</li> </ol>	<ol style="list-style-type: none"> <li>1. Eat your own food</li> <li>2. Clean up your area</li> </ol>	<ol style="list-style-type: none"> <li>1. Stay seated until dismissed</li> <li>2. Hands, feet, &amp; objects to self</li> <li>3. Follow directions</li> <li>4. Wait your turn</li> </ol>
<b>Media center &amp; Computers</b>	<ol style="list-style-type: none"> <li>1. Raise your hand</li> <li>2. Take turns</li> <li>3. Listen</li> <li>4. Inside Voices</li> </ol>	<ol style="list-style-type: none"> <li>1. Be ready</li> <li>2. Best effort</li> <li>3. Back where it belongs</li> </ol>	<ol style="list-style-type: none"> <li>1. Proper use of materials</li> <li>2. Walk</li> <li>3. Hands, feet, &amp; objects to self</li> </ol>
<b>Art, Music &amp; P.E.</b>	<ol style="list-style-type: none"> <li>1. Raise your hand</li> <li>2. Take turns</li> <li>3. Listen</li> <li>4. Inside Voices</li> </ol>	<ol style="list-style-type: none"> <li>1. Be ready</li> <li>2. Best effort</li> <li>3. Back where it belongs</li> </ol>	<ol style="list-style-type: none"> <li>1. Proper use of materials</li> <li>2. Walk</li> <li>3. Hands, feet, &amp; objects to self</li> </ol>
<b>Emergency Situations</b>	<ol style="list-style-type: none"> <li>1. Listen</li> <li>2. Wait patiently</li> </ol>	<ol style="list-style-type: none"> <li>1. Stay calm</li> <li>2. Be alert</li> </ol>	<ol style="list-style-type: none"> <li>1. Listen for directions</li> <li>2. Remain silent</li> <li>3. Follow rules</li> </ol>
<b>Arrival &amp; Dismissal</b>	<ol style="list-style-type: none"> <li>1. Walk</li> <li>2. Keep hands and feet to self</li> <li>3. Listen to &amp; follow directions</li> <li>4. Quiet voices</li> </ol>	<ol style="list-style-type: none"> <li>1. Be on time</li> <li>2. Go to assigned area</li> <li>3. Wait until dismissed</li> </ol>	<ol style="list-style-type: none"> <li>1. Listen for directions</li> <li>2. Quiet voices</li> </ol>
<b>Assembly &amp; Field trips</b>	<ol style="list-style-type: none"> <li>1. Raise hands</li> <li>2. Take turns</li> <li>3. Inside voices</li> <li>4. Applaud appropriately</li> </ol>	<ol style="list-style-type: none"> <li>1. Sit on bottom with legs pretzel-style</li> <li>2. Hands, feet &amp; objects to self</li> <li>3. Listen and watch</li> </ol>	<ol style="list-style-type: none"> <li>1. Sit in assigned area</li> <li>2. Stay with your group</li> <li>3. Follow directions</li> </ol>

## Discipline/Consequences

We at South Elementary School believe in being firm, fair, and consistent in dealing with discipline. Self-control is a key factor in any educational setting, and our students are expected to behave appropriately. We are a Positive Behavior Intervention School (PBIS). We promote positive behaviors and teach students the specific expectations for each area of the school.

Students who are guilty of offenses which interrupt normal classroom activities (classroom disturbance, tardiness, cheating or lying, abusive language, failure to complete assignments or carry out directions, etc.), as well as students who are involved in fighting, destruction of school property, insubordination, any form or type of aggressive behavior that does physical or psychological harm to someone else, and/or urging other students to engage in such conduct, the use of force, noise, coercion, threats, intimidation, fear, bullying, etc., are subject to the following disciplinary procedure.

1. **OFFICE REFERRAL** – An office referral is made when a teacher has proceeded through steps 1-4 (2 or more after school detentions have been assigned) and the misbehavior continues, a student fails to serve an after-school detention with that teacher, for serious problems resulting during recess or on the bus, or for other **SERIOUS** violations of school rules. The parents of the students referred to the office will be contacted by mail or phone as to the infraction type and punishment determined. A disciplinary record of all students who are referred to the office is maintained by the principal. **IT IS UNDERSTOOD THAT DUE PROCESS WILL BE GRANTED TO EACH STUDENT.**

**CONSEQUENCES:** Among those consequences used at South are:

1. **Time-out** – Students causing a disturbance **during class, recess, in the hall, etc.**, may be immediately removed from the activity and sent for a stated number of minutes to another location to think about his actions. (Ex: a student blurts out in the classroom and is sent to sit in the hall for 5 minutes. A student is causing a problem on the playground and is sent to sit next to the building for the rest of the play period.)
2. **Recess Detention** – A student may be kept in during one or more recesses and given work to do rather than joining his classmates for free play.
3. **Privilege Removal** – Privileges to attend class parties or other activities designed as rewards for good behavior may be removed due to misbehavior.
4. **Alternative Education Setting** – Disruptive students are removed to an alternative setting to do school work.
5. **After-school detentions** – Notice of the detention will be sent via student to the parents and the teacher will attempt to phone the parents. After school detention(s) will not last past 4 p.m.
6. **Class trip and/or Picnic Removal** – Due to repeated misbehavior resulting in detentions throughout the school term or for other serious abuse of the school rules, the principal and teachers may agree to revoke a student's privilege of attending a class trip or picnic to insure a well supervised, safe event for the class. In such an event, the child is expected to be at school and instruction will be provided.
7. **Saturday Detention** – All Saturday Detentions will be held in the South School cafeteria beginning at 8:30 a.m. sharp. The detention climate will be one of silence and sitting for the duration of the assigned time. At least two bathroom breaks will be provided.
8. **School Suspension** – A school suspension would involve the student, because of repeated misbehavior or other severe infraction, being temporarily removed from the regular classroom 1) in-school suspension: remain in a structured environment in or near the principal's office and isolated from the

mainstream of the student body, or 2) out-of-school suspension: stay at home for the duration of the suspension.

9. In compliance with House Bill 730, the Pikeland Community Unit #10 Board of Education appointed a parent-teacher advisory committee to develop a written policy on pupil discipline. The committee is comprised of president of the P.T.O., the Quality Circle leader, member of the Board of Education, and a building Principal. The following discipline policies and procedures were drawn up and presented to the Board of Education for adoption.
10. **DUE PROCESS:** The Board of Education subscribes to the belief that student-staff-board relationship problems should be solved within the school structure. The Superintendent is responsible for establishing regular channels of communication among these respective groups, with roles and responsibilities clearly defined. Due process within the schools involves an investigation of the situation, proper notification, provision for hearings, and an adequate opportunity for the student to express his/her view concerning the matter.
11. **GENERAL PHILOSOPHY ON DISCIPLINE:** The Board of Education believes that the maintenance of good discipline is essential to the proper achievement of educational goals. In a general sense, discipline is here defined as the degree of order maintained, the strategies employed to maintain that order, and the manner in which offenders are to be punished. Since training for effective citizenship is one of the important tasks of education, self-discipline should be the goal for every student in the district.
12. **CLASSROOM REMOVAL:** A certified staff member should remove a disruptive student from his/her class. The time interval of removal, if longer than one regular class period, will be determined by the certified staff member and the building administrator. It is understood that due process will be granted to each student.
13. **SUSPENSION** Any student who is flagrantly disobedient, insubordinate, or who gives evidence of severe emotional disturbance may be suspended for a period not to exceed ten (10) days on authorization of the school principal. Such suspension must be reported immediately to the superintendent and the parents, with reasons fully stated. Parents shall have the right to appeal such suspension in keeping with provisions of the Illinois School Code.
14. Students may be suspended by the principal from any or all-extracurricular activities for indefinite periods of time if gross misconduct is established. Students eligible for transportation may be suspended from using such transportation by the principal. Such suspension must be immediately reported to the superintendent and the parents. Such suspensions must also comply with all due process rights of students.
15. Students receive written notifications with each citation. A student will be suspended for 5 school days from riding all buses, including extracurricular vehicles, if the student receives three bus disciplinary citations during a single school year. Each disciplinary citation beyond three, in a given single school year, will result in an additional five school day bus riding suspension. However, if the offense is severe enough, a student may have their bus riding privileges revoked upon receipt of their first disciplinary citation.

# Prohibited Student Conduct

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead to a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing physiological or psychological change in the body including without limitation, pure caffeine in a table or powdered form.
  - g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance or other substance that is prohibited by this policy.
  - h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substance into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Students are not allowed to have cell phones at South Elementary School.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.

9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies and scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms, airhorns, or signals indicating the presence of an emergency, ; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operation of an unarmed aircraft system (AUS) drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

# Prevention of and Response to Bullying, Intimidation, and Harassment

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 district and school goals.

Bullying 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.



## Complaint Managers:

- Mrs. Angie Ruebush
- 655 S. Clarksville Rd Pittsfield, IL 62363
- 217-285-2431
- [aruebush@pikeland.org](mailto:aruebush@pikeland.org)
  - Mrs. Paula Hawley
  - 512 S. Madison St. Pittsfield, IL 62363
  - 217-285-2147
  - [phawley@pikeland.org](mailto:phawley@pikeland.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.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case drugs and alcohol, substance ingested by the person.

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

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psycho stimulant medication to the student.

## When and Where Conduct Rules Apply

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environments, school operations, or educational function, including but not limited to, conduct that may reasonably

be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

## **Disciplinary Measures**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practical, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday detention provided the student's parent/guardian has been notified.
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a defined time period not to exceed 2 calendar years. An expelled student is prohibited from being on the grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State Law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substance), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because of behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

## **Corporal Punishment**

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

## **Weapons Prohibition**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but no more than 2 calendar years:

- (1.) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearms as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on the case-by-case basis.
- (2.) A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

### **Gang & Gang Activity Prohibited**

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation, in gang; or gang activity, including, but not limited to, soliciting other for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

### **Re-Engagement of Returning Students**

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work equivalent academic credit.

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education Special Education rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

### **COOPERATION WITH LAW ENFORCEMENT OFFICERS**

School officials will cooperate with law enforcement officers who come to the school premises for purposes of questioning or taking into custody students who are enrolled in the district. This relationship must be governed by procedures, laws, and judicial decisions designed to protect the legal rights of each student. When law

enforcement authorities seek to interview a student, the administration will attempt to contact the student's parent or guardian before allowing the law enforcement agent to interview the student. There may be extenuating circumstances that may exist that dictate a parental or guardian contact not be made.

## **SEARCH AND SEIZURE**

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

## **VIDEO AND AUDIO MONITORING SYSTEMS**

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel. Due to privacy issues, only administrative staff will be allowed to view video/audio recordings.



## **Lunchroom Cool Tool Rules**

### **Be Respectful**

Stand quietly in single file line  
Practice good table manners  
Inside voices  
Don't throw food

### **Be Responsible**

Eat your own food  
Clean up your area

### **Be Safe**

Stay seated until dismissed  
Hands, feet, & object to self  
Follow directions  
Wait your turn

## **DRESS CODE**

**There is not a formal dress code at South School. It is assumed that all children will be well groomed and dressed in clean clothes and shoes appropriate for the weather. Students are not permitted to wear clothing on which advertisement for drugs or alcohol appears. Children are not permitted to have body piercing, other than ears. The only visible body piercing jewelry allowed is earrings. Appropriate footwear must be worn at all times for the safety of the students. In physical education class for safety tennis shoes should be worn, no flip flops or roller shoes.**

## **BUS TRANSPORTATION**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings, or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board, enter in single file-without pushing, and always use the handrail.
4. Take a seat right away and remain seated facing forward, keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods, iPads, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.

10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you drop or forget something.

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

For questions regarding school transportation issues, contact: 217-285-2752



# SOUTH SCHOOL PARENT TEACHER ORGANIZATION (PTO)

South PTO facilitates parent-teacher collaboration to enhance and enrich the opportunities and experiences of children at South School. The PTO supports educational activities and addresses classroom/building needs to enhance student learning and family involvement.

## South PTO Activities

In addition to soliciting volunteers for school-sponsored activities, South PTO members also coordinate a number of annual events, such as those listed below. South PTO strives to conduct fundraisers that also serve as family activities or fun projects for students.

- **Annual Fun Fair**
- **Teacher Wish lists**
- **Food drive**
- **Penny War**
- **Family Movie Night**
- **Spirit Wear**
- **Breakfast with Santa**
- **School-wide assemblies**
- **Teacher Appreciation Week**
- **Trading Post**

## South PTO Funds

At monthly meetings, South PTO considers teacher funding requests for needs directly impacting students learning. Funds raised by South PTO have supported the purchase of books, PE equipment, recess supplies, white boards, motivational prizes, word builders, pocket charts, literacy supplies, listening centers, iPads, chromebooks, document cameras, projectors, computer carts, and CD/Tape players. PTO has also funded school-wide assemblies.

## South PTO Membership

The membership of South PTO is comprised of parents and teachers. South PTO also benefits from volunteerism of other family members.

## PTO Information

Information on PTO activities and events is communicated via the South School Friday Note, PTO newsletters, on Facebook at Pittsfield South Elementary School PTO, and email. You may call South School at 217-285-2431 for more information about joining the South School PTO.



