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**JACKSONVILLE SCHOOL DISTRICT #117  
CALENDAR/HANDBOOK  
SOUTH JACKSONVILLE SCHOOL**

Each family should receive a copy of the District Handbook. Please read it as the information applies directly to South School and may not be repeated in the school handbook.

**This Handbook is designed as a general guideline for following rules and procedures. Since it is impossible to include every scenario that may occur at any given time, the principal will have the final decision in addressing situations not covered in this manual. Please refer to the District #117 Discipline Handbook for additional information.**

**PARENT INFORMATION BOOK**  
**2011-12**  
**SOUTH JACKSONVILLE ELEMENTARY SCHOOL**  
**1700 SOUTH WEST STREET**  
**245-5514**

MESSAGE FROM THE PRINCIPAL:

Dear Parents/Guardians:

Welcome Back! Again, I am excited to have the privilege of working with you and your children this year. I will work diligently to provide your children with the best opportunity to enhance their educational, emotional, and social development. As the principal of South Jacksonville School, I am looking forward to enhancing a good working relationship between parents, teachers, staff and students.

The information included in the Parent/Student Handbook will allow you to know what South's expectations are in regard to the school program. You will also receive a behavior code handbook located with your registration materials. Please read the information in its entirety with your child. Discuss the handbook and please call the school if you have any questions about the information contained in it. My goal is to improve upon South's tradition of excellence in all facets of the school. South has a dedicated faculty and staff who are committed to this goal.

I recognize that the best learning takes place when the school and home work together, support one another, and communicate on an ongoing basis. I welcome opportunities to work with you and answer questions or concerns you have about your child's learning environment, behavior or other needs.

At South, I feel the support and involvement of parents is of vital importance. I would like to take this opportunity to encourage you to become *involved in our school*. Our PTO is looking for parents to help us build a top notch parent group. Please consider joining this very important organization. Research shows that parents who are involved in the school have children who succeed in school.

The school program continues to improve with our school improvement structure, schoolwide staff development, and expanded materials. The district will implement a new Math curriculum this year that is sure to challenge our students. We are offering a breakfast program this year for the first time.

Our PTO continues to provide excellent support with school projects and activities. Our parent organization is the best. The school appearance continues to be a matter of pride. Our school continues to get better and better, but it can truly improve if you are our partner in this process. I look forward to working with you in the year ahead.

Sincerely,

David Miller  
Principal

## **GENERAL SCHOOL INFORMATION**

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website [www.jsd117.org](http://www.jsd117.org) or at the Board office, located at:

516 Jordan  
Jacksonville, IL 62650  
243-9411

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

Mindy Olson, President  
Ken Heaton, Vice-President  
Beth Fender, Secretary  
Carol Link, Treasurer  
Craig Albers, Member  
Jennifer DeWitt, Member  
Steve Cantrell, Member

The School Board has hired the following administrative staff to operate the school:

Les Huddle, Superintendent  
Carol Kilver, Assistant-Superintendent  
David Miller, Principal

The school is located and the principal may be contacted at:

1700 South West  
Jacksonville, IL 62650  
245-5514

## **DAILY ROUTINE**

Doors will be open at 7:40 or when buses arrive. Students report to gym or cafeteria.

8:05	Tardy Bell. Classes begin session.
11:15-11:50	First lunch period and recess for Grades K, 1 & 2.
11:40-12:15	Second lunch period and recess for Grades 5 & 6.
12:05-12:40	Third lunch period and recess for Grades 3 & 4.
2:30	Bus students and day care students dismissed
2:35	Dismissal bell for all other students.

At 7:40, or when the doors are opened, students will report to the gym or cafeteria. Doors will not be open prior to that time. Students arriving prior to 7:40 must wait outside and are subject to school rules regarding behavior. In cases of extreme weather conditions, doors will be opened earlier.

## **ENTERING AND LEAVING THE BUILDING**

- Upon arrival at school in the morning, students should enter the building through the doors closest to the office (West) or the doors by the gym (North) doors.
- To avoid confusion at dismissal, bus students should exit the office (West) doors and students being picked up by daycare should exit through the gym (North) doors.
- All-day kindergartners will leave via the kindergarten door.

- First, second, and third grades will be dismissed through the gym (North) doors.
- Fourth, fifth and sixth grade students will be dismissed through the South doors.
- Students wishing to meet other siblings should leave through the appropriate exit and meet their brothers or sisters at a designated point outside.
- **Upon dismissal students should leave school and not return to the grounds.**

For the protection of students all doors (with the exception of the West door) are locked throughout the day. Parents and visitors are to enter the building through the West entrance near the office. All parents and visitors must report to the office upon entering the building. **Parents should check with the office, put on a visitor sticker and sign in prior to going to a classroom or anywhere in the building. Failure to sign in will result in the person being escorted back to the office. This must be done for safety reasons.**

### **DAYCARE STUDENTS**

Several students wait each day for pickup by one of the several daycare centers that provide the service. Students are to wait at the gym (North) entrance. This is still considered school time for these students. Students will be expected to observe the rules of the building and playground.

### **PARENTS PROCEDURE FOR ENTERING SCHOOL**

Parents entering the school should enter through the doors by the main office on the west side of the school. They should check in the office. If parents are dropping off something forgotten, we ask that you leave it with us to deliver. This will reduce the interruptions in the classroom. If you are coming to the school to visit the classroom, make arrangements prior to the visit by setting up a time with the teacher. Please check in the office and get a pass. Teachers are required to send any non employee back to the office if they do not have a school pass. Our hope is to keep classrooms open to parents, keep students safe, but also reduce interruptions for our students.

### **PARKING**

The school has several locations available for school visitor parking.

Those dropping off children may do so at the west crosswalk or north crosswalk during the following hours: 7:35 – 8:05. Parking may be conducted on the north and south side of Dewey Drive as well as on the east side of South West Street. Between the hours of 7:30- 8:05 and 2:20- 3:00 traffic becomes one way. Please follow the proper pattern for student and adult safety.

Vehicles **MAY NOT** be parked or located in the bus lanes or fire lanes at **ANY TIME**. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

## **VISITORS**

All visitors, including parents and siblings, are required to enter through the designated door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must 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.

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.

## **ACCOMODATING INDIVIDUALS WITH DISABILITIES**

Individuals with disabilities are welcome to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting. Please review the General School Information found on page 5 of this handbook for points of contact and their contact information.

## **CROSSING AT SOUTH MAIN**

The crossing at South Main Street and Dewey drive is guarded during these times only:

**7:30 - 8:10 and 2:30 - 3:00**

The officer who is employed by the Village of South Jacksonville will be on duty at that crossing during these times each day. It is imperative that all children who must cross South Main Street in order to get to school, cross only at the crossing when the officer is on duty. Please impress upon your child the necessity of crossing South Main at this point only. Students not complying with an officer's directions will be reported to the principal. Students who cross the street on the west and northwest sides of the street must use the crosswalk. We encourage parents to set a proper example by using the crosswalks as well.

## **STUDENTS WHO WALK OR RIDE BICYCLES**

Students riding bicycles should know and obey the following rules:

- \* Bicycles should be locked in the bicycle rack.
- \* Bicycles should be "walked" on the school grounds and across the street.
  - No riding on sidewalks.

Students who ride bicycles on the road should know and obey the following rules:

- \* Ride in the same direction as traffic.
- \* Obey stop signs and all other traffic signs.
- \* School grounds are "off limits" to bicycle riders immediately after school.

## TRAFFIC PATTERNS

Traffic at South is one way only between 7:25 and 8:05. Traffic becomes one way again between 2:25 and 3:05. The one way pattern goes in a circular pattern starting at the corner of Vandalia and South West and continues through Dewey Drive to Main Street. The South Jacksonville Police monitor this pattern and will ticket drivers who do not follow this pattern during these times. A map is included with registration materials for your convenience.

## TRAFFIC REGULATIONS

In the interest of the safety of all children attending our school, you should be aware of the following:

1. During school hours the speed limit on all streets next to the school (Vandalia, South West, Dewey Drive, and Village Lane) is 20 miles per hour. This will be **STRICTLY** enforced by the Village Police Department.
2. The lined crosswalks across the above named streets and South Main are to be observed so that children may cross. **Be sure you do not park or stop within the lines.**
3. Please observe the BUS LOADING and NO PARKING signs posted around the school, especially the area on the west side of the building. Daycare vans will be parked in the parking lot on the north side of the building. Signs are posted. Please do not block vans by parking behind them on Dewey Drive.
4. Please be especially careful of bicycle riders. Bicycles should be walked off of school grounds.
5. Please follow the one way traffic before and after school.

## USING SIDEWALKS

The Village of South Jacksonville has completed a fine program to provide many blocks of sidewalks that our students can use walking to school. Please encourage your children to use these walks and to refrain at all times from walking through people's yards or from climbing fences to cut through yards.

## LEAVING SCHOOL WITHOUT PERMISSION

Once students arrive at school in the morning, whether on the bus or by other means, they are expected to remain at school until the end of the day unless they have permission of the principal to leave. Students may **not** go to the convenience store, Dairy Queen, home, etc. at any time unless accompanied by a parent or other approved adult.

## LUNCH INFORMATION

Our lunches are prepared at Jacksonville High School and delivered to us early in the morning. The cafeteria helper later heats the hot packs in our convection oven for distribution at lunchtime. This early delivery necessitates taking a lunch count immediately at the opening of the school day. We ask that teachers have this count to the office not later than 8:15. **If a child does not arrive at school by 8:10, we need a phone call from parents stating that a school lunch is needed. If no phone call is made by that time the parent will be responsible for getting their child a lunch.**

## **SACK LUNCHES & DOUBLE LUNCHES**

If students bring a lunch from home, she or he may purchase a carton of white or chocolate milk in the cafeteria for \$.30. (Milk is included in the \$1.70 school lunch.) Please note pricing stipulations in the next paragraph. Sometimes, students wish to order 2 lunches, especially on Pizza Day. So that you won't be surprised with the additional cost, we ask that you send a note to your child's teachers giving your approval. Teachers will only order 2 lunches if there is an approval note from home. Please monitor lunches that students bring to school. **Please do not send soda and candy in student lunches. This has caused a great deal of lunch room disruption and a considerable number of messes. A soda machine is in the main hallway for after school use only. The machine is not available during the school day.**

## **SCHOOL BREAKFAST AND LUNCH PROGRAM**

Breakfast is served every school day from 7:30 a.m. to 7:55 a.m. Lunch is served every school day from 11:15 a.m. to 12:25 p.m., except when there is an 11 a.m. or earlier dismissal.

A student may purchase breakfast for \$1.00. Breakfast may be purchased on a weekly basis for \$5.00.

A student may bring a sack lunch from home or may purchase a school lunch for \$1.70 and/or milk for \$.30. Lunch may be purchased on a weekly basis for \$8.50.

Free or reduced price meals are available for qualifying students. For an application, contact the building principal.

There are 3 lunch periods at South.

K, 1, 2 and ED – 11:15 – 11:50  
5 and 6 - 11:40 – 12:15  
3 and 4 - 12:05 – 12:40

While we prefer students "pay as they go," we realize that circumstances sometimes make this difficult to do. Therefore, students will be allowed to charge lunches for a **maximum of 5 days. We will follow the 5 day limit closely.** At the end of each week, we will send bill "reminders" home with students owing money.

## **FINES, FEES, AND CHARGES: WAIVER OF STUDENT FEES**

The school establishes fees and charges to fund certain school activities, including [list fee-based activities]. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Catastrophic expenses such as fire, flood, storm damage, etc.;
- Unemployment;

- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

Information relating to the timelines and administrative procedures relating to the waiver of student fees can be requested from the building administrator upon enrollment in school or upon a change in the family's financial status.

### SENDING MONEY TO SCHOOL

Any money that is sent to school with a student should be placed in a sealed envelope with the following information written on the outside:

Child's name	Teacher's name	Amount \$ enclosed	Purpose
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### HOMEWORK

You should expect your children to have homework. Remember that simply increasing the time a child spends on homework will not by itself improve the quality of work. The proper conditions for maximum concentration and an earnest effort on the part of the student are essential if homework is to be of any value. The child will benefit if parents will follow the suggestions presented here and follow through with such a schedule throughout the child's school years.

1. Suggested time to spend on homework: **Grades K-2:** 20-40 minutes, up to 4 times a week. **Grades 3-6:** 40-60 minutes, 4 times a week. (If the child is getting too far behind in school work, it may be necessary to spend more time than what is suggested above.)
2. Supervise the child's homework, but guard against the tendency to do the work for the child.
3. Give supportive help with homework.
4. Set a definite time for study early in the evening before the child is tired and sleepy.
5. Provide a place to read and study away from the noise of the television, radio, or other children playing.
6. Provide a desk or table with good lighting and the proper materials (paper, pencil, pen, ruler, eraser, dictionary etc.)
7. Check to be sure that the child starts and finishes the assignment, does it neatly, and returns it to school the next day.
8. Encourage children to begin using the library in the primary grades. Reading is the tool by which all other subjects are mastered.
9. Encourage the child to do the best work possible.
10. Help your child learn organizational skills by having them put work in appropriate folders and in his or her backpack for school.
11. Talk with the teacher if the child is not making satisfactory progress.

All parents should expect their children to have various kinds of "take home" papers to show occasionally. **In grades 3-6, students should bring home a homework notebook each day. This is the daily communication between the school and home. If the student does not bring it home, please talk to him or her. If necessary, contact the child's teacher.** This is one way the school has of communicating daily with the home. Students are expected to complete all work assigned by the designated time limits. Zeroes will be averaged into the grades of those students who do not complete assigned work.

Parents are urged to read carefully the special letter from their child's teacher which explains the guidelines for homework. Expectations are also shared at the Parent Orientation each year in late August.

## **RtI**

RtI is a federal and state initiative intended to meet a wide range of individual student needs through general education services. The regular classroom teacher and other personnel (other classroom teachers and educational specialists) collaborate to meet the needs of individual students. The goal of RTI is to provide students with the help they need to be successful as early as possible in their school career.

### **How does RtI work?**

When a child begins to have some area of concern affecting his/her school progress the classroom teacher will create an intervention plan designed to improve the student's performance. If the child continues to have difficulty, the teacher will meet with a team of other staff members to discuss the child's needs, consider other interventions, and outline a method to carefully monitor the child's progress\*\*. The child's progress is measured over time. If he/she makes acceptable progress the interventions may be discontinued (if sufficient progress is made) or continued (if the team feels the interventions are needed to help the student succeed). If the child continues to struggle then more intensive interventions may be tried.

\*\*This team – referred to as the “Student Assistance Program” or SAP – uses the insight and expertise of several different school staff members. SAP members contribute in different ways to the RTI process: offering suggestions, gathering data, and communicating with other staff and/or parents. The SAP meets regularly to discuss and monitor student concerns.

### **What is the role of the Parent in RtI?**

Jacksonville School District #117 upholds the philosophy that parents are a child's first teachers as well as their lifetime coach. Therefore the Jacksonville School District greatly values the important role of the parent in the RtI process.

When a child is not responding to the core curriculum, classroom teachers will communicate concerns regarding the student's performance to the parent and invite parent to participate in telephone conversations and/or team meetings regarding their child. Parents will most often be given an active role in the intervention plan for their student.

Parents provide insight into a child's learning and development to understand the problem and why it occurs, plan and implement an intervention plan, and measure and evaluate the plan's effectiveness. Parents should contact their child's teacher with any concerns regarding academics or behavior.

## **ENGLISH LANGUAGE LEARNERS**

Jacksonville School District 117 offers opportunities for resident English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student achievement standards that all children expect to attain. The District instructional model maintains the following program components:

1. Opportunities for academic achievement that include English proficiency and participation in school activities.
2. Appropriate identification system for students with limited-English speaking and comprehension skills.
3. Compliance with State law regulating a Transitional Program of Instruction.
4. Compliance with State and Federal requirements for the receipt of grant funding.
5. Determine appropriate instructional programming.
6. Annual assessment of ELL student skills to determine instructional levels.

## **EDUCATION OF CHILDREN WITH DISABILITIES**

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22<sup>nd</sup> birthday for which it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

**A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from Jacksonville School District’s Director of Special Services.**

Cross Reference: PRESS 6:120, <i>Education of Children with Disabilities</i>
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## **REQUEST TO ACCESS CLASSROOM OR PERSONNEL FOR SPECIAL EDUCATION EVALUATION OR OBSERVATION**

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. Parental permission will be sought in the event of an observation.

In order to hold instructional time sacred, this access can be granted only after an appointment has been scheduled and cleared with a building administrator. Once access has been granted, professionals and adults will be reminded of student confidentiality rights and consult with instructors only during conference and planning times.

For further information, please contact the school principal.

## **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’s *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.

The District’s regular suspension procedures shall be used to suspend a student with disabilities for a cumulative period generally not to exceed 10 days in any school year. Exceptions to this procedure would include acts involving weapons, drugs, or aggressive/violent behavior.

In the event of a suspension beyond 10 days or expulsion, the District shall promptly notify the student's parent(s)/guardian(s) of the disobedience or misconduct and whether the student will be suspended. All procedural protections pertaining to notice provided under the regular education discipline policy shall apply to this notice. This information shall be confirmed in writing and the parent(s)/guardian(s) shall be advised as follows:

- i. That the multi-disciplinary conference (MDC) team shall meet as soon as possible but at least 10 calendar days after this notice was sent, unless such 10-day notice is waived by the parent(s)/guardian(s), to determine whether a causal relationship exists between the student's disabling condition and the student's alleged disobedience or misconduct; and
- ii. That the student's parent(s)/guardian(s) are requested to attend the multi-disciplinary team meeting and the date, time and location of the meeting.

The MDC team may determine that the cause of the student's disobedience or misconduct is not related to the student's disabling condition. In that case, the student may be disciplined under the District's discipline policy for regular education students by measures up to and including expulsion. If the Board imposes expulsion or other disciplinary measures altering the student's special education program, an IEP meeting shall be convened to determine appropriate alternative means of service delivery.

The Board may not suspend or expel a disabled student if the MDC team determines that the student's gross disobedience or misconduct is causally related to the student's disabling condition. The MDC team is responsible to address placement changes which may be appropriate in light of misconduct found to be disability-related.

Parent(s)/guardian(s) may object to a proposed change in their child's educational placement. If so, if the Superintendent believes that the student's behavior in the current placement poses a continuing physical danger to the student or to others, the Superintendent is authorized to seek a court order to change the placement or to suspend the student for more than 10 days.

## **STUDENT RETENTION**

In making retention decisions teachers and administrators shall use the District 117 Student Retention Process and Timeline. This will culminate after an extensive process followed by the Student Assistance Program (SAP) The criteria for retention outlined there shall serve as a guideline for making those decisions. There may be cases where it is in the student's best interest to be retained, even though he/she does not meet the criteria for retention. Because retention decisions must be based on objective data, the Retention Information Sheet will be utilized for all students being considered.

In the event that the parent does not agree with the school's (teacher-principal) recommendation to retain a student, the building Retention Review Committee will make the final decision. Further, the Retention Review Committee will decide all retention cases where the student meets the criteria for retention, but the teacher, principal and/or parents agree that a promotion is in the best interest of the student.

## **ATTENDANCE**

Illinois law requires that whoever has custody or control of any child between seven and seventeen 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.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

In the elementary setting, attendance is taken at the beginning of the day and again after lunch. In the 7<sup>th</sup>-12<sup>th</sup> grade setting attendance is taken at the beginning of the day as well as each period/class of the day.

### **Attendance Definitions**

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, 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.

**Unexcused absences include:** all other absences that do not fall under the definition of excused. Examples of unexcused absences include, but are not limited to: oversleeping, running errands, staying at home to provide daycare for siblings, shopping with family or friends, minor aches and pains, ordinary weather conditions, vacations, business that could be held outside of regular school hours, and unsecured transportation.

It is the practice of District 117 to require a doctor's excuse after 10 days of excused or unexcused absence during an academic school year. All absences after the 10 day mark are recorded as unexcused unless a remedy is established between the school and the family.

Pre-arranged excused absences must be approved by the principal.

In the event of any absence, the student's parent or guardian is required to notify the school before 8:00 a.m. to explain the reason for the absence. If notification has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will document a call to the parent or guardian to inquire why the student is not at school. In the event that communication does not occur between the parent/guardian and the school, the student will be required to submit a signed note within 48 hours of the recorded absence. The note should include: student name, parent name, date of absence, reason for absence, and parent signature. Failure to do so shall result in an unexcused absence.

## **TRUANCY**

### **Definitions**

**Truant-** A truant is a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.

**Chronic or habitual truant-** A "chronic or habitual truant" is a child who is subject to compulsory school attendance and who is absent without valid cause for 10 percent or more of the previous 180 regular attendance days.

**Truant minor-** A child to whom supportive services, including prevention, diagnostic, intervention, and remedial services, alternative programs, and other school and community resources have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused.

**Academic School Year-** The school year that is defined by a grade level or August to May/June in which a student attends school for 174 days.

**Truancy Calendar-** Any period of the past 180 days of school attendance in which a student is enrolled in school. This calculation could result in the overlapping of 2 academic school years.

A student, who is identified as a chronic or habitual truant shall be directed to such available supportive services or other school resources as, in the judgment of the school, may assist the student in correcting the problem. Supportive services and interventions, including appropriate discipline, shall be used to correct the truancy. The following supportive services may be offered to a truant or chronically truant student:

- Parent-Teacher conference
- Student/family counseling
- Information about community agency services

If truancy continues after supportive services have been offered the school may request the resources of outside agencies such as juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education. Parents will receive notice of truancy after 6, 12, and 18 days of unexcused absence. Upon the 6<sup>th</sup> unexcused absence or tardy, a truancy packet is completed and sent to the Truant Officer at the Regional Office of Education.

It is the policy of this District that no punitive action, including out-of-school suspensions, expulsions, or court action is taken against a student who is a chronic or habitual truant solely for such truancy unless available supportive services and school resources have been offered to the student and he/she has failed, within a reasonable time, to correct the behavior.

Parents who are negligent of their child's right to a free public education will be referred to the Truant Officer at the Regional Office of Education for possible prosecution by the Morgan County State's Attorney.

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00

### **Pre-arranged Absences**

To obtain a pre-arranged absence a student's parent/guardian is required to give 48 hour notice in writing to the school office. The written notice should include reasons and dates of absences. A form for pre-arranged absences is available in the school office. The student is to use the form to notify teachers of the absence(s). Upon this notification, appropriate assignments may be given before the absence or after the absence. These assignments may be due before the absence or upon the student's return to school, as determined by the teacher. Credit is not given for assignments that are not submitted. **The building administrator may determine that a pre-arranged absence form is necessary for school sponsored events that take a student out of the regular class.**

Vacations are encouraged when school is not in session. Vacations during the school year interrupt the educational process and students do not receive the adequate instruction from the teacher. When it is necessary for a student to miss school for a vacation, the following procedure must be followed.

1. Student/parent brings written notification to school. School provides the pre-arranged form to student/parent.
2. Student completes pre-arranged form and submits to building administrator for approval. Student follows the building process for notifying teachers of the absence(s).
3. Teachers may provide the assignments before the absence or upon the student's return to school.

4. Upon return to school, the student will have 1 day for each day of absence to complete the assignments.
5. Any school work submitted after the deadline will be considered late and will be subject to the grading policy in place for the school/teacher regarding late work.
6. Pre-arranged absences for vacations will be recorded as unexcused in accordance with Illinois School Code. If a pre-arranged form is used while a student is on vacation, credit will be given for assignments provided the completed work fulfills the completion policy.

### **Absences after 10 Days**

As per District #117 policy, student's missing more than 10 days (excused or unexcused) of school must provide a doctor's note for absences that extend beyond the 10 days. Disciplinary consequences can be assigned for unexcused absences.

### **STUDENT ABSENCE**

In the event of an absence, please call the school prior to the beginning of school. **In any event the school must be notified by 8:30 of a child's absence.** If the school has not been notified by that time, the law requires the school attempt to contact parents to ascertain the reason for the absence. It is vital that parents contact the school when their child is going to be gone. We need you to supply us with the phone number of someone to contact who will know the situation. We will have to call people at work if we do not have this information. This law was designed to keep child disappearances from going undiscovered until the end of the school day when a child fails to go home after school. **Students who miss a given day of school should not participate in any school functions during that same evening.**

### **TARDY POLICY**

Students are to be in their seats in the classroom when the tardy bell rings at 8:05 a.m.

A student is considered "truant" if he/she is tardy unless the absence is excused. If the student is tardy or has unexcused absences in combination for 5% of the previous 180 school days, a report will be filed with the Truant Officer. Students will be held to the same process for truancy as listed in the attendance section of the handbook.

### **MAKE UP WORK**

Parents are asked to give the school at least 24 hours' notice when they plan to pick up homework for a student who has been absent from school for more than one day.

Students who have been absent from school have the responsibility of making up those assignments which can be made up. **Generally, students will have two days of make-up time for every day they are absent. (This policy is for students who are ill. Please refer to the policy for pre-arranged absence for the amount of time allowed for make up work in that situation.)** Following an absence, it may be necessary for your child to stay after school to receive help from the classroom teachers and/or to complete missed assignments. When turning in makeup assignments, students should be certain that each assignment is clearly labeled and that the teacher is handed the work. Zeroes will be given for work not completed.

## **SCHOOL DRESS AND GROOMING**

Students are encouraged to be neat, clean, and to wear clothes which will not draw attention to themselves. Clothing that draws comments from other students, or attire that makes the child stand out or be subjected to comments from peers, often brings unhappiness to the wearer. If the student's attire is thought to be disruptive, the principal will remove the student from the area until a change can be made.

Some types of clothing are inappropriate for school. Among these are halters, short shorts, jeans, with holes, pants worn below the waist, "muscle" shirts, flip flops, and clothing with inappropriate printing or pictures. Shirts should have a sleeve. In colder temperatures, students should wear heavier clothing because most recess breaks held outside until frigid weather begins. Our schools keep thermostats set a little lower to conserve fuel.

## **REGISTRATION**

Each student must be formally registered at South School. In order to do this, parents must report to our office, complete all necessary forms and provide birth certificate, immunization records and other information requested, including phone numbers to be used in cases of emergency. In some cases documents may be needed to verify custody of children and residence of students. Physicals are required for kindergarten and fifth grade students. Dental exams are required at Kindergarten, Second and Sixth grades.

In the case of Kindergarten children and first graders who have never attended school and students transferring from out of district, state, or country, a copy of the official birth certificate shall be required for registration and must be presented before the registration is considered final.

Unless students have an approved "transfer" form on file with the school, they must reside within the boundaries of South School (as set by School District 117). Students who reside outside of the South School boundaries must register with their home school.

## **RESIDENCY**

Only students who are residents of the District may attend a District school without a tuition charge. A student's residence is the same as the person who has legal custody of the student.

Anyone seeking to enroll a student must present a certified or registered birth certificate for the student and proof of residency.

Residency can be established by providing school officials with the following:

Category I (one document required)

- Most recent property tax bill and proof of payment
- Mortgage papers

- Signed and dated lease with proof of the last month's payment
- Letter from manager and proof of last month's payment
- Letter of residence from landlord

Category II (two documents required)

- Driver's license
- Vehicle registration
- Voter registration
- Recent cable, electric, gas, or water bill
- Public aid card
- Current homeowners/renters insurance policy
- Current library card
- Receipt for moving van rental
- Mail received at new residences

**STUDENT RECORDS**

School student records are confidential and information from them will not be released other than as provided by law.

The school and district routinely discloses "directory" type information without consent. Directory information is limited to: name, address, gender, grade level, birth date and place, parents' names and address; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. *Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.*

State and Federal law gives parents and eligible students certain rights with respect to their student records. These rights are:

1. The right to inspect and copy the student's education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.
2. The right to request the amendment of the portion student's education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.
4. The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue. SW  
Washington, D.C. 20202-4605

### **EMERGENCY NUMBERS**

We must have an alternate phone number to call in case of an emergency when the parents cannot be reached. This person should be aware that you have given his or her name and number and should be available to pick up the students or make arrangements for someone else to do so. Please update your phone numbers as they change during the school year and make sure your children learn the numbers to help us in contacting you.

### **ACCIDENTAL INJURY**

In spite of all efforts of caution and vigilance, accidents sometimes occur at school. If a serious accident occurs, the parents are called and asked to come for the child. If it is not possible to contact parents, the person designated on the registration card will be called. The parents will be notified as soon as possible. If neither parents nor the emergency contact can be called, the student will be sent to the hospital. It is important, therefore, that all medical information on the medical card be accurate, as it is the school's main source of information in an emergency situation. Parents should inform the school immediately if there is a change in any of this information. Telephone numbers and names should be current.

### **STUDENT ILLNESS**

In the case of student illness, parents will be asked to take students home if they have vomited or have a temperature of nearly 100 degrees or more. Students who complain of not feeling well will be encouraged to remain in school (especially in the afternoon after lunch). Their condition will be monitored by office personnel to decide if parents need to be called. Please help us keep illness contained by making sure your child is symptom free for 24 hours before sending him or her back to school.

## **STUDENT PLACEMENT**

Each year administrators carefully put together class lists for the following year. When they do, they consider many factors such as gender balances, ability, academic balances, and student relationships. To change these lists after they have been developed creates problems in structuring good class balance. The overall education picture and climate for all students must be a foremost priority. Honoring any requests, other than those with the most unusual needs, creates an inequitable situation.

Parent requests for certain teachers will be honored only for the following reasons:

1. Special Education needs (Scheduling and/or equal load).
2. Retention in grade considerations.
3. Unforeseen problems that occur over the summer that no one could have anticipated.
4. Placement of twins.
5. If, in the opinion of the principal, a change in placement is necessary for the overall health or well being of the student.

## **TRANSPORTATION**

The school must be notified of any special transportation arrangements which parents have made for their child. We need to know if your child is to ride one of the daycare vans, go with a baby-sitter, or ride with someone other than the parent or guardian. If for some reason, you must send a “stranger” to school to pick up your child, please call the school and identify that person, so that we can allow your child to go with this person. If a change in the normal transportation is necessary, please send a note advising the teacher of the change. Students who do not ordinarily ride a bus may ride only with the permission of the principal.

## **CHANGE OF RESIDENCE, TELEPHONE NUMBER, OR TRANSFER**

If addresses, telephone numbers, or other personal data change, please notify the office at once. If you move to an address outside the South attendance area, you must formally request a transfer to remain at South for the rest of that school year or enroll your child at the appropriate school for that area. Requests for Transfer forms are available in our office from the principal and at the Superintendent’s Office.

## **USE OF THE SCHOOL PHONE**

The use of the school phone is for business purposes. Students with legitimate reasons may use it as occasional needs arise.

## **STUDENT MEDICATION**

**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 it is necessary for the student to take a medication during school hours or school-related activities,**

**the parent/guardian must request that the school dispense the medication to the child by completing a “Student Medical Authorization Form.”**

**School or district employee are not allowed to administer to any student, or supervise a student’s self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student’s parent/guardian. Students are not 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 asthma 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 medication 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.**

Cross-References:

PRESS 7:270, *Administering Medicines to Students*

PRESS 7:270-AP, *Dispensing Medication*

PRESS 7:270-E, *School Medication Authorization*

## **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 screenings for, preventable communicable diseases within one year prior to:**

1. Entering Kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
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 October 15 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 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 October 15, the student must present, by October 15, 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.**

## EYE EXAMINATION

All students entering Kindergarten or the school for the first time must present proof before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

## DENTAL EXAMINATION

All children entering Kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year. Failure to present proof allows the school to hold the child's report card until the student presents: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

## EXEMPTIONS

A student will be exempted from the above requirements for:

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

Cross Reference:

PRESS 7:100, *Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students*

## DEFIBRILLATOR POLICY

Jacksonville School District 117 has an **Early Defibrillation Program Policy**. This 6 page policy is available to you upon request. The purpose of the policy is to ensure a rapid response to victims of sudden cardiac arrest (SCA). Each school is to have a trained emergency response team in case of SCA in the school. The Site Coordinator for South School is the principal. The Site Coordinator is responsible for overseeing this program; identifying on site Emergency Response Team members; assuring the training and retraining of the Response Team; training team members in the use of the defibrillator; and maintaining the defibrillator and related equipment. A defibrillator and a Team trained to respond to SCA are to be housed and available in each school including South. Trained Team members may utilize the defibrillator to respond to a victim of SCA. Team members must complete a state-approved initial training course that includes CPR, defibrillation, basic first aide, and Basic Life Skills for children. Retraining is required every two years.

## **CARE OF STUDENTS WITH DIABETES AND FOOD ALLERGIES**

If your child has diabetes or food allergy, and requires assistance with managing this condition while at school and school functions, a Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Care Plan.

For further information, please contact the Building Principal. Parents providing accurate and timely information to the school will allow the school district to review all available resources to best serve the student's needs.

## **STUDENT'S RIGHTS AND RESPONSIBILITIES**

Students have the right to attend school regularly without fearing for their safety. They also have a right to instruction which allows them to develop and grow academically, socially, and emotionally. Students have the responsibility not to be involved in any actions or statements which may endanger the safety of others in the school or which may negatively affect the learning environment within the school.

Students who knowingly make threats of any kind toward other students, staff, or the school will be subject to the following measures:

1. Notification of parent/guardian.
2. Based upon the principal's evaluation of the threat, the student may be suspended from school and/or a recommendation may be made to the Superintendent for expulsion of the student.

Parents are reminded that lockers are property of the school and that school authorities have the right to pursue evidence of violation of school rules or laws based on reasonable suspicion.

Education recognized the requirements to provide a free appropriate public education to each disabled student within its jurisdiction, regardless of the nature or severity of the disability.

## **HEAD LICE**

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits).

## **SEX OFFENDER REGISTRY**

Schools are required by law to inform parents how they may access information regarding registered sex offenders. The legislation is intended to increase awareness of the registry and to encourage parents to review the information available to them. Parents can search the database by name, zip code, or country. Access to the database is free. The URL address is: <http://www.isp.state.il.us>.

## **SCHOOLWIDE POSITIVE BEHAVIOR PROGRAM**

South Jacksonville School's Discipline Program is a means of enhancing positive student behavior in classrooms, hallways, restrooms, the lunchroom, and on the playground. The South Discipline Program is aligned to the Jacksonville District #117 Discipline Code. All students are informed of the school rules and of the consequences that follow if they choose to break them. **In addition, each student will have a sheet to take home and have signed. This sheet will acknowledge understanding of the rules and consequences by both the parents and student. Parents should discuss these rules with their child in order to reinforce the importance of making good choices in regard to behavior.**

## **BEHAVIORAL INTERVENTION TECHNIQUES**

### **BUILDING MANAGEMENT BEHAVIOR PROGRAM**

**A variety of techniques, including but not limited to the following, may be utilized.**

**Positive Behavior Intervention System – (PBIS)**  
**Student Assistance Program – (SAP)**  
**Positive Reinforcement**  
**Individual Classroom Management System**  
**School-Home Notes/Contacts**  
**Motivators/Incentives**  
**Earned Free Time**  
**Schedule Modification**  
**Shortened/Modified Assignments**  
**Proximity Control**  
**Time Limits/Deadlines**  
**Repetition**  
**Constant Feedback**  
**Referral to Counseling or Social Work**  
**Highly Structured Environment**  
**Provision of Choices**  
**Environmental Management**  
**Change Seats/Room Arrangement**  
**Conflict Resolution/ Peer Mediation**  
**Special Education Support Services/ Consultation with Teacher**  
**Dine of Time**  
**Quiet Room/Area**  
**Home-School Checklist**

**Parent Conferences**  
**Positive Alternative Learning Environment**  
**Time Away**  
**Loss of Break/Recess/Class Activity**  
**Tutoring**  
**Extended Day**  
**In-School Suspension**  
**Bus Management**  
**Police Intervention for Criminal Activity**  
**Behavior Checklist**  
**Search of Student Possessions, Storage Areas, When Reasonable Cause Exists**  
**Out of School Suspension**  
**Expulsion**  
**Other Plans as Needed (Coordinated by the principal and teacher)**

## **BEHAVIORAL EXPECTATIONS FOR STUDENTS**

To promote an orderly, safe, and appropriate learning environment for students and staff, Jacksonville School District 117 uses the PBIS model. The Positive Behavior Interventions and Supports (PBIS) model is a proactive systems approach to establishing the behavioral supports and social culture and needed for all students in a school to achieve social, emotional, and academic success.

As a Response to Intervention model, PBIS applies a three-tiered system of support, and a problem-solving process to enhance the capacity of schools to effectively educate all students.

Data-based decision-making aligns curricular instruction and behavioral supports to student and staff needs. Schools applying PBIS begin by establishing clear expectations for behavior that are taught, modeled, and reinforced across all settings and by all staff. This provides a host environment that supports the adoption and sustained use of effective academic and social/emotional instruction. PBIS has proven its effectiveness and efficiency as an Evidence-Based Practice. (Sugai & Horner, 2007).

The principles and practices of PBIS are consistent with federal education mandates such as the *No Child Left Behind Act* (NCLB) and the *Individuals with Disabilities Education Act of 2004* (IDEA 2004). PBIS integrates state school improvement initiatives including Systems of Support, Standards Aligned Curriculum, and Response to Intervention to assist schools in meeting Illinois' educational goals and mandates.

- **Outcomes:** academic and behavior targets that are endorsed and emphasized by students, families, and educators.
- **Practices:** curricula, instruction, interventions, and strategies (which include long-term and short-term acknowledgements) that are supported by evidence-based research.
- **Data:** information that is used to identify status, need for change, and effects of interventions.

- **Systems:** supports that are needed to enable the accurate and durable implementation of the practices of PBS.

While on school premises, riding in district-sponsored transportation or at school-conducted or school-sponsored activities, wherever located, students are expected and required to behave in an orderly, safe, and appropriate manner, with due regard and respect for the rights of others, the rules and regulations of the School District, the directives of school personnel, and all existing laws. Students are subject to appropriate disciplinary measures for unlawful or improper conduct and, upon demonstration of gross disobedience or misconduct, may be suspended and/or expelled from school in accordance with the provisions of The School Code, School District rules and regulations, and other applicable law.

## RIGHTS, RESPONSIBILITIES AND EXPECTATIONS OF DISTRICT STAKEHOLDERS

**(WHILE THIS SUMMARY MAY NOT FULLY ENCOMPASS EVERY STAKEHOLDER NEED IT ESTABLISHES A FRAMEWORK FOR REFERENCE)**

<p><b>Each student may expect:</b></p> <ul style="list-style-type: none"> <li>• A free and appropriate education.</li> <li>• Due process involving any disciplinary action.</li> <li>• A safe educational environment conducive to learning.</li> <li>• An environment of civility.</li> </ul>	<p><b>Each student is responsible to:</b></p> <ul style="list-style-type: none"> <li>• Learn and follow the rules and regulations established by the Board of Education and implemented by school personnel.</li> <li>• Respect the rights and individuality of others.</li> <li>• Refrain from taunting, bullying or harassing others.</li> <li>• Dress appropriately. (Appearance shall be safe, clean, and not disrupt the educational process.)</li> <li>• Come to school on time every day.</li> <li>• Go to all classes and do your best on all school assignments.</li> <li>• Refrain from behavior that disrupts the educational process.</li> <li>• Facilitate the communication and delivery of information between school and home.</li> <li>• Respect the authority of school personnel in maintaining discipline in school and at school-sponsored activities.</li> <li>• Respect and maintain school and private property in accordance with school rules.</li> </ul>
<p><b>Each parent/guardian may expect:</b></p> <ul style="list-style-type: none"> <li>• Information concerning the lawful policies, procedures, rules and regulations established by school authorities.</li> <li>• A safe environment conducive to learning.</li> <li>• To have access to his/her child's school record according to District guidelines.</li> <li>• Regular student progress reports.</li> <li>• An environment of civility when addressing academic and behavioral decisions relating to their son or daughter.</li> <li>• To be guided through the Chain of Command as established in Board Policy.</li> </ul>	<p><b>Each parent/guardian is responsible to:</b></p> <ul style="list-style-type: none"> <li>• Make sure that your child has necessary supplies and has completed all physicals and immunizations at the beginning of the year.</li> <li>• Have current contact and emergency information on file with the school office.</li> <li>• See that his/her child attends school in accordance with Illinois State Laws and arrives on time.</li> <li>• Be aware of and follow District policies and building rules, traffic laws, guidelines and regulations concerning his/her child.</li> <li>• Ask for academic and behavioral requirements in the classroom.</li> <li>• Know that nutrition, proper rest, hygiene, and overall attitude directly impact student learning.</li> <li>• Know your child's teachers. When a question/concern arises regarding any class, the first contact should be with that teacher. The second contact would be the building Principal.</li> <li>• Take an interest in your child's academic progress and discuss it frequently with your child.</li> <li>• Know when progress reports and report cards are due and discuss them with your child.</li> <li>• Encourage the involvement of your child in extra-curricular activities.</li> <li>• Call the school within one hour of start time if your child is ill or cannot come to school.</li> <li>• Create a healthy routine for the completion of homework.</li> <li>• Support your child through your attendance at open houses, parent-teacher conferences, student performances, awards ceremonies, and school supported organizations.</li> <li>• Model appropriate and successful behaviors that support your child's life skills.</li> </ul>
<p><b>School personnel may expect:</b></p> <ul style="list-style-type: none"> <li>• To be involved in communication to and from parents.</li> <li>• An environment of civility when addressing academic and behavioral decisions relating to the student performance.</li> <li>• To be guided through the Chain of Command as established in Board Policy.</li> </ul>	<p><b>School personnel are responsible to:</b></p> <ul style="list-style-type: none"> <li>• Know and accurately follow discipline guidelines as established by District policy.</li> <li>• Make school rules and regulations contained in a handbook and/or District calendar available to all students and parents.</li> <li>• Notify the appropriate authority of criminal violations by students.</li> <li>• Implement intervention procedures within his/her jurisdiction through available means.</li> <li>• Notify parents in a timely manner of any significant violation of discipline policy.</li> <li>• Communicate regularly with parents/guardians through a variety of means including report cards, progress reports, newsletters, phone calls, e-mails and parent conferences.</li> <li>• Notify parents whenever possible if child is absent and the parent has not called.</li> </ul>
<p><b>The Board of Education may expect:</b></p>	<p><b>The Board of Education is responsible to:</b></p>

<ul style="list-style-type: none"> <li>• An environment of civility when addressing decisions relating to the policies and practices of JSD #117.</li> <li>• To be guided through the Chain of Command as established in Board Policy.</li> </ul>	<ul style="list-style-type: none"> <li>• Secure that personnel are high-qualified and adhere to District curriculum.</li> <li>• Secure that each student has equal access to established curriculum.</li> <li>• Hold students (and adults) accountable for disorderly conduct on school property and to discipline for disorderly conduct on the way directly to and from school and at any school function.</li> <li>• Hold parents or guardians liable for all damages caused by their child or ward.</li> <li>• Review any disciplinary action taken by school personnel.</li> <li>• Expel students from school for a serious violation or chronic series of violations of school policy guidelines.</li> </ul>
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## South Behavior Matrix

Expectations	All Settings and Community	Hallways	Cafeteria	Playground	Bathroom	Classroom	Gym	Bus	Library	Offices
Be Responsible	Be a good audience – good listener Follow directions the first time given Accept consequences without arguing or complaining	Hands behind back on proper squares. Face forward and remain quiet. Accept consequences without arguing or complaining	Follow directions. Clean up your space. Eat your own food	Take Care of Equipment. Follow whistle directions. Accept consequences without arguing or complaining	Use appropriate hygiene. Wash hands with soap and water Use time wisely Flush toilets Report problems to the teacher or custodian	Have materials needed and be on time. Do your own work. Do it to the best of your ability. Use time wisely. Participate with all activities.	Take care of equipment  Participate in all activities Do your best Follow direction	Stay in seat. Keep aisle clear.	Return books on time  Follow Directions  Raise hand for assistance	Communicate needs clearly  Follow directions first time given  Accept consequences without arguing or complaining
Be Respectful	Use kind words. Keep hands feet and objects to self Address all adults with appropriate titles (Mr., Miss, Mrs., Ms.) Use appropriate language. Use a quiet voice	Quiet voices Maintain personal space Hands behind backs	Clean up space. Treat cafeteria adults with respect. Use 1 foot voice Use appropriate eating manners Wait patiently for your lunch  Dismiss in orderly fashion	Play approved games Play fairly  Include others  Use appropriate language  Share equipment. Refrain from bullying	Give privacy to others  Clean up after yourself. Keep the restrooms clean  Stay quiet  Take turns	Take care of school property  Listen to speaker  Accept consequences without arguing or complaining  Raise your hand.  Use a polite voice and kind words	Play Fairly  Keep hands feet and objects to yourself  Demonstrate good sportsmanship  Accept consequences without arguing or complaining	Follow Bus Driver rules.  Use quiet voices	Work quietly  Treat books with care Respect silent readers  Accept consequences without arguing or complaining	Be polite  Speak clearly  Patiently wait your turn.  Use kind words to solve problems
Be Ready and Safe	Be ready to help in any way necessary to help yourself and others Keep hands, feet and all objects to yourself. Stay in supervised areas	Stay in line. Follow those ahead of you leaving personal space.	Be prepared to pick up your lunch. Tell adult your name to check off list Avoid trading food. Walk in an orderly manner from lunch to recess	Listen for whistles to freeze or line up. Be prepared to help an injured student Play in assigned areas.  Dress for the weather.	Keep the restroom clear of towels, water or fluids. Report any litter to your teacher or custodian. Avoid horseplay	Have supplies and homework ready to use or turn in. Follow teacher directions. Use time appropriately Sit in your chairs and use supplies appropriately	Find your check in spot. Walk.  Follow directions for safety and fun. Be aware of personal space	Sit on your pockets for the whole time the bus is moving. Be ready to exit the bus quietly and walk.	Sit in groups properly  Keep hands feet and other objects to self	Keep pathway clear  Sit quietly and wait for the office personnel to wait on you.

Within the scope of our matrix are positive short medium and long term acknowledgments. Students are credited with tickets for being caught demonstrating positive behaviors defined in our matrix. We hold weekly drawings as well as quarterly drawings that include recognition in front of the student body. The tickets are kept throughout the year for an end of the year drawing for prizes as a long term acknowledgment. Positive reinforcement is given to students at all times throughout the school day for meeting the goals set in the matrix.

### **BULLYING, INTIMIDATION & (SEXUAL) HARASSMENT**

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

**Individuals are not allowed to harass, intimidate or bully another based upon a race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.**

**Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.**

**Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.**

**Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district’s discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.**

To report incidents of bullying contact:

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**Name David Miller**

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**Address 1700 South West Street**

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**Telephone – 217-245-5514**

Cross-References:  
 PRESS 7:20, *Harassment of Students Prohibited*  
 PRESS 7:180, *Preventing Bullying, Intimidation, and Harassment*  
 PRESS 7:190, *Student Discipline*  
 PRESS 2:260, *Uniform Grievance Procedure*

Roles and Responsibilities of Students in Dealing with Bullying

Students	Parents	School
1. Stay away from bullies. 2. Ask the bully to stop. 3. Walk away using the stop sign when possible. 4. Stay safe in numbers. 5. Keep valuables in a safe place.	1. Ask about the bully reporting system in your school. 2. Listen to your child intently. 3. Recognize bullying behaviors may be demonstrated by your child. 4. Model a life-long skill for your child. Work with school staff to resolve the issue in a positive manner.	1. Establish a bullying reporting system within the school. 2. Take all reports seriously. 3. Investigate all reports of bullying 4. Teach District curriculum addressing bullying and social emotional learning standards 5. Educate students and parents

6. Report incidents to an adult.	5. Don't accept bullying behavior as a "rite of passage" that everyone must endure.	about the realities of bullying behavior.
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**SUSPENSION OR EXPULSION OF SPECIAL EDUCATION STUDENTS**

I. Suspension for a cumulative Period Generally Not to Exceed 10 Days in Any School Year.

The District's regular suspension procedures shall be used to suspend a student with disabilities for a cumulative period generally not to exceed 10 days in any school year.

II. Suspension Beyond 10 Days, or Expulsion

A. The District shall promptly notify the student's parent(s)/guardians of the disobedience or misconduct and whether the student will be suspended. All procedural protections pertaining to notice provided under the regular education discipline policy shall apply to this.

Notice. This information shall be confirmed in writing and the parent(s)/guardian(s) shall be advised as follows:

1. That the multidisciplinary conference (MDC) team shall meet as soon as possible but at least 10 calendar days after this notice was sent, unless such 10-day notice is waived by the parent(s)/guardian(s), to determine whether a causal relationship exists between the student's disabling condition and the student's alleged disobedience or misconduct; and
2. That the student's parent(s)/guardian(s) are requested to attend the multidisciplinary meeting and the date, time and location of the meeting.

B. MDC Determination

The MDC team may determine that the cause of the student's disobedience or misconduct is not related to the student's disabling condition. In that case, the student may be disciplined under the District's discipline policy for regular education students by measures up to and including expulsion. If the Board imposes expulsion or other disciplinary measures altering the student's special education program, an IEP meeting shall be convened to determine appropriate alternative means of service delivery.

- C. The Board may not expel a disabled student if the MDC team determines that the Student's gross disobedience or misconduct is causally related to the student's disabling condition. The MDC team is responsible to address placement changes which may be appropriate in light of misconduct found to be disability-related.

Parent(s)/guardian(s) may object to a proposed change in their child's educational Placement. If so, if the Superintendent believes that the student's behavior in the current placement poses a continuing physical danger to the student or to others, the Superintendent is authorized to seek a court order to change the placement or to suspend the student for more than 10 days.

- D. Students who fall under an IEP will follow the guidelines for alternative placement for up to 45 days if the district demonstrates that maintaining a student in his or her current placement is substantially likely to result in injury to the student or others.

### **SEARCH AND SEIZURE**

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

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

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

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

#### **Students**

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, cars (within 1000 ft of the school), parking lots, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law, the school's rules/policies, or the district's student rules/ policies. The search will be conducted in a manner that is reasonably related to its objective of the

search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

### **SEIZURE OF PROPERTY**

If a search produces evidence that the student has violated or is violating the law, the school policies/rules or the district's policies/rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities. Parental contact prior to or after a search will be based on the urgency, intensity, and immediacy of the situation. A student's refusal to submit to a search would be deemed a violation of an administrative directive.

### **CLASSROOM RULES**

In order to guide students toward the ultimate goal of self-discipline, the faculty at our school establishes classroom rules. These rules will be posted and explained to the students early in the year. The consequences for breaking the rules and the rewards for following them will also be discussed. Each child will be given a Rules Sheet to take home the first week of school. Parents will want to discuss those rules with their child while they are fresh in his/her mind. Parents must sign and return the bottom portion of the rules sheet. The rules sheet should be placed in this handbook for future reference. Parents will also be invited to a Parent Orientation meeting in late August to review the expectations of the classroom. It is the parent's responsibility to attend this meeting or to contact the teacher if he or she is not able to attend.

Rules and consequences may be modified as the need arises. This need often occurs during the second semester. Students come to learn that when or if they break rules, it has been their decision to do so and they can expect the consequence.

### **STUDENT WRITING NOTES**

Because of peer relationship problems which usually result from note writing, students should refrain from writing and passing notes in school unless the correspondence is part of a teacher-directed assignment. School personnel reserve the right to intercept any notes which violate this policy.

### **ACADEMIC DISHONESTY**

Any student who is caught cheating on any school work will receive a zero on that work and will be required to notify his or her parent(s) of the offense.

### **PERSONAL ITEMS**

Students should not bring personal items including toys, pets, radios, tape/CD players, IPOD or other MP3 player, roller blades, trading cards, etc. to school unless prior approval has been given by the teacher or the principal. Knives, toy guns, ammunition, lighters, matches, and other potentially dangerous items are prohibited at school. Students bringing items to school without prior permission will have them taken away. Parents may be required to come to the school to pick them up.

### **CELL PHONES**

Cell phones may be kept at school in backpacks and in student lockers. Cell phones being used in any way during the school day will be taken from the student and may only be picked up by the parent. The rule is cell phones not out and not on. The school is not responsible for cell phones that are lost or stolen. Parents understand when they take this risk when sending phones with students.

### **LABEL POSSESSIONS / LOST AND FOUND**

Children's names should be written on their lunch boxes, coats, sweaters, hats, gloves, gym shoes and other belongings. Each year many unmarked articles lie unused in our "Lost and Found." We encourage students who lose coats, hats, glasses, etc. to check the "Lost & Found" which is located in the cafeteria. Lost items are disposed at least twice a year.

### **DELIVERING MATERIALS TO SCHOOL**

From time to time students may forget a book, assignment or other material needed for school. We ask that when parents deliver this material to the school, they bring the articles to the office and allow us to forward them to the owner. This will reduce interruption in the classroom and increase instructional time. Students who repeatedly forget school materials may lose the chance to use the telephone.

### **DELIVERY OF FLOWERS, BALLOONS, ETC.**

Parents should refrain from sending flowers, balloons, etc. to school for delivery to a child. While this may seem like a kind act it creates a distraction to the learning environment. We appreciate your support of protecting the learning environment.

## **BIRTHDAY TREATS**

Because our school day is so short and instructional time is at a premium, we prefer that parents recognize their children's birthdays by donating a book or some money toward the purchase of a new book for the school or classroom library. Books purchased with such funds will be labeled as a gift from that student. This could be especially meaningful for the older students as they prepare to leave South. If parents do send treats for students, the following guidelines should be followed:

1. Only commercially produced items in the original wrapping can be distributed to students.
2. We encourage you to read the wellness policy and provide snacks from that suggested list. The policy follows below.
3. The classroom teacher should be notified ahead of time so that he or she can plan for this interruption. Treats are usually distributed only during the last 10 minutes of the day.
4. Treats should not be sent on days designated as PTO class party days (Halloween, Christmas, Valentines Day, and Field Day.)
5. Pizza Parties are not allowed for birthday treats.
6. Please check with the classroom teacher for students who have peanut allergies. Items including peanut could put certain students at risk and cause the class to miss the treat. Please be aware of this potentially hazardous situation.

Commercially prepared food that is not individually wrapped should remain in the original container and be served by an adult wearing plastic gloves.

## **WELLNESS POLICY- PARTY FOOD SUGGESTIONS**

In accordance with the Jacksonville School District 117 Wellness Policy, healthy food options should be made available to promote student, staff, and community wellness. Examples of nutritious foods and beverages that are consistent with the Dietary Guidelines are listed below.

- Raw vegetables sticks/slices with low-fat dressing or yogurt dip.
- Fresh fruit wedges-cantaloupe, honey dew, watermelon, pineapple, oranges, tangelos, etc.
- Sliced fruit-nectarines, peaches, kiwi, star fruit, plums, pears, mangos, apples, etc.
- Fruit salad
- Cereal and low-fat milk
- 100% fruit or vegetable juice
- Frozen fruit pops with fruit juice or fruit as the first ingredient
- Dried fruits—raisins, cranberries, apples and apricots
- Single serving applesauce or canned fruit in juice
- Peanut butter with apple wedges or celery sticks
- Fruit smoothies made with fat-free or low-fat milk
- Trail mix (dried fruits and nuts)
- Dry roasted peanuts, tree nuts and soy nuts

- Lean meats and reduced fat cheese sandwiches
- Party mix
- Pretzels or reduced fat crackers
- Baked chips with salsa or low-fat dip
- Low-fat muffins, granola bars, graham crackers, fig bars
- Mini bagels with whipped light or fat-free cream cheese
- Pasta Salad
- Bread Sticks with marinara
- Fat-free or low-fat flavored yogurt and fruit parfaits
- Fat-free or low-fat pudding cups
- Fat-free or low-fat milk and milk products(string cheese, single serving cottage cheese, or cheese cubes)
- Pure ice cold water

*\*This list is not all inclusive and is meant only to provide parents and school staff with guidance for healthier food and beverage choices. Not all food and beverage items on this list will necessarily meet district nutrient standards as items vary in sugar, fat, and calorie content from brand to brand. However, all of the items in the list are believed to be consistent with the intent of the wellness policy to promote student health and reduce childhood obesity.*

### **INVITATIONS AND GIFTS**

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home or delivered outside of the school day. The office is unable to release addresses and phone numbers of students.

### **PARTIES**

The PTO will provide a snack and a drink for Halloween, Christmas and Valentine's parties. We ask parents **NOT** bring additional treats for these parties in order to provide consistency and fairness to each class on these days. Parents are encouraged to attend the parties and room parents will coordinate activities for the students during this time. Parents are still allowed to provide a snack for their child's birthday. Birthday treats should be coordinated with the classroom teacher and fall under school policy.

### **EXCUSES FROM PARTIES**

We recognize parents' rights to have their children excused from certain celebrations because of religious beliefs. These school activities are usually limited to the last hour of the day. We ask that parents allow their children to remain in class until that time. Authorized school parties include: Halloween, Christmas, and Valentines Day.

## **EMERGENCY SCHOOL CLOSINGS**

In cases of inclement weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced as soon as possible to accommodate family needs. If inclement weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

Local media sources that receive school closure information include:

WJIL 1550 AM  
WLDS 1180 AM  
WEAI 107.1  
WJVO 105.5  
Channel 20 News

Alertify messages will also be used to communicate with parents regarding emergency school closures. Alertify is a school-to-parent notification system service that allows the District to make one phone call, record a detailed voice message, and send it immediately to parents. It is very important that parents keep the school informed of any change in telephone number.

If it becomes necessary to run bus snow routes in the rural areas, the emergency routing will be in effect for both morning and afternoon runs. Parents are urged to be at the emergency stop to pick up their children in the afternoon as drivers are instructed not to let children off unless they live close by or someone is there to pick them up.

Weather related announcements will also be published on the District's web page at [www.jsd117.org](http://www.jsd117.org). To receive these announcements via email or telephone, go to the web site and sign up for Notify Me.

If school is dismissed early for an emergency of any reason, all after-school functions are reviewed by the administrative team to determine needed cancellations. Cancellations for after-school events will be sent to the same media sources and parent communication resources listed for school closures.

To secure your child's safety, you are urged to make a family plan in advance with your child(ren) in the event of an early dismissal from school.

## **NEWSLETTERS**

Approximately once a month, the office will create a newsletter from the school which will include any announcements that pertain to our students. Watch for it and keep it in a handy place for ready use. We will occasionally send additional letters that must meet a more efficient timeline. Our PTO will also send a quarterly newsletter with additional information. These letters can be accessed on the school website.

## **ALERTIFY**

Alertify is a parent communication system that allows the school or district to notify parents about important school information in a matter of minutes. School officials are able to create messages to be relayed to parents through the contact numbers that are provided on the Alertify form. If the service is unable to reach a caller, a message can also be left at that number. Contact numbers for this system are requested at the beginning of the school year. It is important that parents keep these numbers up to date, so please call the school if you need to update your information throughout the year. Alertify is accessed frequently for school closing, upcoming events, reminders about early dismissals, and etc.

## **NOTIFY ME**

Notify Me is a feature on South School's website as well as District 117's website that allows the subscribers to receive text and email alerts of urgent information, such as school closings. Parents are encouraged to sign up on both sites to receive all of the alerts as the subscriber information does not transfer. Go to [www.south.jsd117.org](http://www.south.jsd117.org) for more information.

## **SOCIAL WORK SERVICES**

### **INDIVIDUAL SOCIAL WORK**

Students may meet alone with social worker to deal with personal, academic, and/or social concerns. Students are referred by teacher, parent or self-referral. Students may refer themselves without parent knowledge.

Upon referral, the social worker meets with students to discuss concerns in a confidential manner. In the event that children are seen on a weekly basis, whether individually or in a small group, parents will be contacted by the social worker.

Providing student referral service to both parent and child promotes a balance between parent/child rights and needs. This satisfies a program goal of student advocacy. Please feel free to contact the school social worker with any questions or concerns. The social worker's schedule can be found by calling the school. She is usually here on Tuesday and Thursday.

### **MEDIA CENTER**

Students in grade 2-6 are allowed to check out a maximum of two books at one time per week. Students in grade 1 are allowed to check out one book a week. Books may be renewed for a one-week period. In special circumstances as determined by the librarian, students may receive opportunities to check out more books.

Students having overdue materials from the media center are reminded of this fact by notes that are sent to the student's teacher. New materials will not be checked out until the overdue ones are returned. Students must pay for lost or damaged materials.

### **REPORT CARDS**

Communication between the parents and the school is essential for understanding and serving children. Report cards are issued four times during the school year at the end of each nine-week grading period. Kindergarten progress reports are issued each semester. Kindergarten, first grade and second grade students will receive an O,S,P, or U.

#### **Grading Scale for Grades 3-6**

#### **K – 1 and 2**

A+ 98-100  
A 93-97  
A- 90-92  
B+ 88-89  
B 83-87  
B- 80-82  
C+ 78-79  
C 73-77  
C- 70-72

Outstanding

Above Average

Average

O - Outstanding

S - Satisfactory

P – Progressing but below grade level

U - Unsatisfactory

D+	68-69	
D	63-67	Below Average
D-	60-62	
F	0-59	Deficient

### **ANNUAL ACHIEVEMENT AND ABILITY TESTING**

The primary concern of the school is to help each student develop to the fullest extent of his/her abilities, skills, interests, and personalities. Teachers can help each child best when they understand each child as fully as possible, such as what the child already knows, how fast he/she will learn, what interests the child has, and what kind of person he/she is. By simply seeing children in school, however, teachers learn only part of what they need to know to help each as much as possible. To aid them in obtaining a fuller understanding of the students with whom they work, the following tests are given which provide additional information about each child and about the differences that affect what and how the child learns.

Illinois Standard Achievement Test (ISAT) – Grades 3-6  
 Northwest Evaluation Association (NWEA) – Grades K-6 (3 times a year)

### **TALENTED AND GIFTED SERVICES**

Gifted students’ needs in all K-6 classrooms will be met through differentiated instructional models (e.g. tiered instruction, compacting, learning centers, learning contracts, etc.). Additionally, a range of opportunities will be offered including flexible grouping within the classroom. Cluster grouping and re-grouping for instruction may be provided to address the variety of strengths and learning challenges that our students possess.

The District’s Talented and Gifted Coordinator will work with building administrators, students, parents, and staff to produce a service plan for students meeting district criteria for any qualifying services beyond the classroom.

### **VIKING VARSITY**

Students in grades 3-6 who on their report cards earn no more than one **B** in the academic areas of Reading, Language, Math, Spelling, Science, and Social Studies will qualify for our honor roll called Viking Varsity. Students meeting these criteria receive High Honor Roll status.

### **SOUTH STARS**

Students in grades 3-6 who on their report cards earn a maximum of 3 “B’s” with no “C’s” will be eligible for South Stars. Students meeting these criteria receive Honor Roll status.

## **A - TEAM**

This is an incentive program for students who maintain Perfect Attendance throughout the year. “A-Team” members receive a certificate monthly for being neither absent nor tardy. Awards are also given at the end of the year for being in attendance and on time every day. The only exception or “excused” tardy is for a doctor or dentist appointment. Appointments lasting more than 1 hour will be counted against perfect attendance.

## **AWARDS CEREMONY**

An end-of-the-year assembly will be held to recognize building awards, memorials, and other recognitions.

## **ADAM’S APPLE AWARD**

The Adams Apple Award is given to two students who best exemplify writing in the third grade classes. This award was established by Mrs. Jan Adams, a former teacher at South.

## **AMANDA KAY BORMAN AWARD**

An award to honor the memory of Amanda Kay Borman, a second grader at South who died in 1984, has been established for an outstanding second grader who excels in scholarship, citizenship, and kindness and consideration of fellow students. The recipient is chosen by the second grade teachers and is announced at the end-of-the-year assembly.

## **ROBBIE MC EVERS AWARD**

Each spring teachers in Grade 4, along with the P.E. instructor, pick an outstanding fourth grade student who excels in scholarship, citizenship, and athletic ability. This student’s name and current school year are then inscribed on a plaque at school that has the names and dates of all recipients of the award since it was established in 1980. The recipient is announced at the end-of-the-year assembly.

## **NEAL BRAWNER AWARD**

Each Spring a Sixth Grade student will be chosen to receive this award. This award is based on citizenship, being kind to fellow students, being hardworking and displaying good behavior. The student’s name and current school year will be inscribed on a plaque at the school and awarded a Savings Bond. The recipient is announced at the end-of-the-year 6<sup>th</sup> grade program. This award was established in 1996.

**PARENT - TEACHER ORGANIZATION**

South Jacksonville School has a very active Parent/Teacher organization that provides many services for the school in addition to supporting many projects monetarily. We are blessed to have such a fine group of parents and teachers to help us promote our school.

PTO officers for this year are:

Missy Burrus	President
Kristy Dirden	Executive Vice President
Madhavi Kulkarni	Administrative Vice President
Shannon Folker	Secretary
Lori Smith	Treasurer
Jessica DeWitt, Kim Homann	Special Events
	Directory
Maria Dawdy	Box Tops
	PAC

**SKATE NIGHT**

The Eight Wheeler Roller Rink, located at 1204 S. Lincoln Ave., designates one night a month to be set aside for the exclusive use of families from each of the schools in Jacksonville. South’s night is normally the second Thursday of each month, September through May. The time is 6:00 until 8:00 p.m. Our school’s PTO receives 50% of the total admissions for eight of the nine parties and gets the total of admissions from the April party. Our PTO meets at 6:30 on skate night.

**FIELD TRIPS**

School District 117 Policy 6.240, “Field Trips,” states in part:

“The School Board encourages field trips when the experiences are an integral part of the school curriculum and contribute to the District’s desired educational goals.”

“...each trip authorization shall be based on the written rationale of the travel’s educational value as well as the safety and welfare of the students involved.”

“All field trips shall be adequately supervised by staff members and other adults.”

Authorized field trips are to be an extension of the classroom and the related curriculum and not recreational outings. Therefore, we respectfully request that parents who go on field trips act in a supervisory capacity (at the direction of the teachers), and that parents not bring younger, non-school age school children on field trips. Field trips are also a privilege, and students who fail to comply with school requirements may be provided with an alternate curricular assignment.

Students must ride to and from the trip with the teacher and the class on the bus. Parents may not transport students or pick them up during the trip.

### **VIDEO & 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.

It is the practice of Jacksonville School District 117 to allow only school personnel overseeing the video monitoring system to view video/audio tapes. This practice is to secure the safety and privacy rights of all children.

### **ENROLLMENT PROCEDURES**

All students attending South Jacksonville Elementary School must be formally registered. In order to do this, parents must report to the school office, complete all necessary forms, and provide information requested, including phone numbers to be used in case of emergency and where needed, documents verifying custody of children.

### **ENTRANCE AGE**

To enroll in Kindergarten or first grade at any time during a school year, a child must be five (5) or six (6) years old respectively, on or before September 1 of the current school year, in which case he/she may enter on the first day of school.

### **KINDERGARTEN PRE-REGISTRATION**

All students who will be 5 years old on or before September 1, of the next school year are eligible to pre-register for kindergarten. This pre-registration will be held at the school sometime in March. Newspaper and newsletter announcements will give the details.

### **TRANSFER OF STUDENTS BETWEEN SCHOOLS**

When students change residence within the school district during the school year, a Request for Transfer Form must be completed if the student resides in another attendance area and wants to remain in the current attendance area school. This form must also be completed for transfer request not involving a change of residence. Student transfers will be approved if there are appropriate student educational needs, health needs or for student safety. Family convenience and childcare arrangements will not be deemed appropriate reasons for a transfer. Forms are available at the school or Central Office.

## **SCHOOL IMPROVEMENT PROCESS**

In 1985, the Illinois Legislature passed the School Reform Act. That law along with related legislation outlines a procedure to be followed for school improvement by all public schools in the state.

In essence, the plan focuses on goals for learning in the areas of language arts, math, science, social science, fine arts, physical education, health and foreign language. These goals are referred to as the Illinois State Standards. There are Learning Standards for each of the State Goals and Learning Benchmarks which define progress at developmental levels for each Standard. Each school must align its curriculum to the State Goals and Learning Standards and then design and/or select a variety of assessments for determining how well the students at each grade level are measuring up to the targeted levels expected performance.

Assessment results are analyzed and subgroups of students within each grade level are identified. A building based plan for improvement is developed based on this information. This process is repeated every year to ensure that the needs of all students are being met. A copy of the School Improvement Plan is available for viewing in the school office. Parents and the community will receive information each year as to how well the students in each grade level are performing in relation to the mandated goals.

## **PARENT- TEACHER CONFERENCES**

Parent-student -teacher conferences provide opportunities for parents and teachers to discuss each child's progress on a planned basis. Students will generally be involved in Student Led Conferences. Conferences are generally held twice a year. It is essential that appointments be kept. Parents may also contact a teacher for a conference at other times by calling the teacher.

Purposes for Parent-Teacher Conferences:

1. To develop the most favorable relationships between parent and teacher so each may work to the greatest advantage of the child.
2. To enable parents and teachers to discuss the child's progress at home and at school.
3. To consult with each other in order that both may be in a better position to secure the best reaction from the child at all times.

Conferences are successful when parents come prepared to offer thoughts and questions that will aid the parent-teacher relationship. Advance planning about specific problems, family discussions, and prepared questions are helpful. Parents are welcome to request a conference.

## **CHAIN OF COMMAND**

The Jacksonville School District takes pride in its communication efforts with all stakeholders of the District. To ensure that parent concerns or issues are heard by the appropriate individual who can resolve the issue at the point of origin and provide a direct response, the Board of Education asks that parents follow the District's Chain of Command outlined below. It is the intent of the Chain of Command to resolve concerns and issues during the earliest steps with the individual (s) directly involved with the concerns.

Step 1) In the event of a concern, a parent or community member should contact the teacher, supervisor, coach, or staff member who is directly involved with the concern or situation.

Step 2) If a parent or community member has completed Step 1 and feels that the issue/concerns was not remedied, they should contact the building Principal, Director of the program, or the Athletic Director.

Step 3) If a parent or community member has completed Step 1 and Step 2, and feels that the issue/concern warrants yet further discussion, the parent or community member should then contact Central Office.

Step 4) If the issue/concern of the parent or community member still remains after the completion of Steps 1, 2, and 3, the parent or community member should contact a Board of Education member. The Board of Education member in consultation with the Board of Education President and Superintendent will re-direct the individual back to the appropriate level or request that the concern be placed on the Board of Education agenda for full Board discussion.

## **SCHOOL VOLUNTEERS**

All school volunteers 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 and out at the main office and receive a visitor badge before going to their destination.

## **PARENTAL INPUT FOR TITLE II, IV AND V PURCHASES**

Each year schools receive federal funds through **Title I**, **Title II-A (Teacher Quality)**, **Title II-D (Technology Enhancing Education)**, and **Title IV (Safe & Drug-Free Schools)**. These funds generally may be used to purchase instructional materials and equipment and to provide in-service opportunities for teachers. If you have suggestions for our school's use of these funds, please send those to your building principal by April 1.

## **DRUG, ALCOHOL, AND TOBACCO FREE ENVIRONMENT**

According to Jacksonville School District #117 policy, all District #117 work places are drug, alcohol, and tobacco free environments. State law requires that no person may use or be under the influence of drugs, alcohol on school grounds. No person may use tobacco products on school grounds.

## **DISASTER PREPAREDNESS**

Each classroom at our school receives instruction in fire and tornado/severe weather procedures, as well as bus safety. Periodic drills are conducted throughout the school year. The school also has a detailed Safe School Plan. Procedures for dealing with potentially dangerous or traumatic situations are in place in an effort to ensure the safety and well-being of everyone in the school building.

In the event of an emergency and take cover applies, students will remain in the building until the all clear sounds. Students may not leave the building without being officially checked out by Mrs. Snow or the designated person. Only parents or legal guardians may check out students during the emergency and prior to the all clear. That means aunts, uncles, or other relatives may not sign out students. Day care or public transportation must also wait for the all clear signal. It is our recommendation that parents not remove students during the disaster.

## **WORKER AND BUILDING OCCUPANT NOTIFICATION**

The School Asbestos Management Plan required by the Federal Government was completed and submitted to the Illinois Department of Public Health in 1989. Recommendations in the plan are on file in the school office and are available for inspection during normal business hours. The tri-annual re-inspection has been completed and is on file in the School Management Plan. Six-month periodic surveillance requirements and re-inspections will be completed as required by Federal regulations.

## **PUPIL TRANSPORTATION AND REIMBURSEMENT**

Each year, parents may file for reimbursement for travel expenses in transporting their students to and from school. Students must live 1½ miles or more from the school. The school district must not provide bus service to these students, and parents must transport them. If a parent must provide transportation due to dangerous route in which students walk, they may be eligible for reimbursement. For more information, contact the Superintendent's office at the Central Administration building.

### **ANIMALS ON SCHOOL PROPERTY**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

### **FACILITY USAGE**

The use of school facilities is not automatically extended to any person or group. Approval of facility usage is at the discretion of the administration. The School District reserves the right to limit or refuse use of facilities and to require cash deposits or certificates of insurance from any individual or organization with respect to rental or use of any school facility.

### **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.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Human Resource Director at 243-9411, ext. 324.

### **SEXUAL HARASSMENT**

Sexual harassment of students is prohibited. Statements or acts that deny or limit the provision of educational aide, benefits, services, or treatment; or that makes such a conduct a condition of a student's academic status will be addressed through the JSD #117's sexual harassment policy.

Students who believe they are victims of sexual harassment are encouraged to discuss the matter with the Building Principal, Asst. Principal, Dean of Students, or Social Worker.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal for appropriate action.

**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. At the beginning of the school year, parents are assigned a 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 or designee.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the student’s safety and in compliance with State law, students are expected to observe the following rules on daily routes, field trips, and extracurricular events:

Location	Behavioral Expectations for District Transportation
<b>Inside the bus</b>	<ul style="list-style-type: none"> <li>● Students are asked to stay in their original seat for the duration of the ride. Bus drivers may implement a seating chart to secure student safety.</li> <li>● Keep all parts of the body and all objects inside the bus.</li> <li>● Students should maintain an “inside voice” when having conversation, use appropriate language, and conduct themselves in a calm manner while on the bus.</li> <li>● All school expectations apply while on the bus.</li> <li>● Positive behavior that will not distract the bus driver from operating the bus safely is required. Student actions that endanger themselves, the driver, or other students will require disciplinary action.</li> <li>● Windows should remain closed unless the driver gives permissions for them to be open.</li> <li>● Pets and animals are allowed on the bus only if permission is granted prior to the date of transportation.</li> </ul>

	<ul style="list-style-type: none"> <li>• Keep the bus neat and clean.</li> <li>• Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.</li> <li>• Eating is only permitted when the driver has given permission.</li> <li>• Talking is expected to stop when approaching and crossing railroad tracks.</li> <li>• Students should respect school property by never tampering with, damaging, or defacing anything in or on the bus, or any of the bus or school equipment.</li> <li>• The school district is not responsible for items left on the bus.</li> </ul>
<b>Entering and Exiting the Bus</b>	<ul style="list-style-type: none"> <li>• Use emergency door only in an emergency.</li> <li>• In the event of emergency, stay on the bus and await instructions from the bus driver.</li> <li>• Athletic footwear equipped with cleats or spikes should be kept in bags until exiting the bus.</li> <li>• Observe safety precautions at all discharge points. When necessary, always cross a street in front of the bus.</li> <li>• Use the handrail when entering and exiting the bus.</li> <li>• Regular bus stops are the only place a driver will stop.</li> </ul>
<b>Outside of the Bus</b>	<ul style="list-style-type: none"> <li>• All school rules apply while on at a bus stop, or waiting for the bus.</li> <li>• Be at your bus stop on time.</li> <li>• Students should wait until the bus comes to a complete stop before approaching the bus.</li> <li>• For their own safety students should never crawl under a bus or run behind the bus.</li> <li>• Wear light colored clothing while waiting at a bus stop.</li> <li>• Parents are responsible to supervise students until they board the bus and upon exiting the bus.</li> </ul>

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from

riding the bus for gross disobedience or misconduct on a bus, 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.

Parents will be liable for any defacing or damage students do to the bus.

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: Matt Hilsabeck @ 245-6624.

### **STUDENT EXEMPTION FROM PHYSICAL ACTIVITY**

A child may be exempted from some or all physical activities when the appropriate excuses are submitted to the school by parent(s)/guardian(s) or by a person licensed under the Medical Practice Act. (1) The building principal may request a physician's statement at any time.

Alternate activities and/or units of instruction will be provided for pupils whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education courses.

**PARENT/GUARDIAN HANDBOOK ACKNOWLEDGEMENT**

Dear Parent/Guardian,

Please complete the following form and return to the office by August 17, 2011.

David Miller  
Principal

From: The Parent/Guardian of: (1). \_\_\_\_\_  
(2). \_\_\_\_\_  
(3). \_\_\_\_\_  
(4). \_\_\_\_\_  
(5). \_\_\_\_\_

To: South Jacksonville School

I have reviewed the Student/Parent Handbook with my child(ren) in an effort to promote a better understanding of South Jacksonville School rules and expectations. My signature below acknowledges receipt of the Student/Parent Handbook.

I understand that this handbook may be amended during the year to provide a learning environment that supports the socio-emotional and academic development of students. This handbook is applicable to all students upon the implementation of any change. The administration will communicate in a timely fashion with parents and students of any changes to the handbook.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STUDENT HANDBOOK ACKNOWLEDGMENT**

I have received a copy of the Student/Parent Handbook. I have read the handbook and understand all the rules and expectations. I agree to be responsible for following all of the rules and expectations of the school and understand the consequences for failing to follow the requirements.

I understand that this handbook may be amended during the year to provide a learning environment that supports the socio-emotional and academic development of students. This handbook is applicable to all students upon the implementation of any change. The administration will communicate in a timely fashion with parents and students of any changes to the handbook.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_