

CES STUDENT HANDBOOK 2018 – 2019



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WELCOME TO THE 2018 - 2019 SCHOOL YEAR!

Whether you are a new or returning student, we look forward to the months ahead during which we will grow as a learning community. Our staff is here to assist each student in his or her academic and social development.

OUR MISSION

It is our mission to meet the needs of each student in a caring atmosphere of mutual respect. This shall be the shared responsibility of students, staff, family and community as we encourage lifelong learning. Our goal is to provide each student with basic skills necessary for continued academic and social growth.

HANDBOOK PURPOSE

This handbook is intended as a guide for the students of CUSD # 3. Ultimately, the principal has the responsibility and authority to enforce the rules and implement consequences as needed.

NOTICE OF NONDISCRIMINATION

Camp Point Community Unit # 3 insures equal educational opportunities are offered to students regardless of race, color, national origin, age, sex, religion, or handicap. Questions in reference to educational opportunities may be directed to Martin Cook, Superintendent.

Please be advised that students, parents, guardians, employees or community members should notify any district complaint manager or the district nondiscrimination coordinator if they believe that the School Board, its employees or agents have violated their rights guaranteed by the state or federal constitution, state or federal law statute or board policy. Current district complaint managers are Marty Cook (593-7116) and Deb Roberts (593-7116). The current non-discrimination complaint manager is Theresa Piehler.

CENTRAL OFFICE HOURS

7:30 a.m. - 3:30 p.m.

STUDENT ATTENDANCE HOURS

8:15 a.m. - 2:45 p.m.

Children living in town are to leave the school grounds at dismissal and go directly home. **With their parent's permission, students may return to school grounds only after all buses have departed.**

We do not supervise the playground after the evening buses have departed. Students are not allowed in the school after school hours unless accompanied by a school employee.

At Central Elementary School students should be dropped off and picked up on the WEST side of the building.

In an effort to protect all of our students, private vehicles are not to use the schools' driveways (horseshoes) between 7:30-8:15 a.m. and 2:30-3:15 p.m.

I. STUDENT ENROLLMENT AND RECORDS

Students who meet the requirements of the State of Illinois as legal residents of CUSD #3 will be allowed to enroll in District schools based upon determination of their appropriate grade level placement. Age, previous school records, previous school placements and determinations, test scores, etc. may be used in placement decisions. In the case of students wishing to enroll from non-accredited schools or coming from non-traditional school curriculum programs, additional testing may be needed before a student's grade placement is finalized. In the case of transfer students, it is within the building principal's authority to assign a student to a learning setting (grade) other than that recommended by the transferring school.

To be eligible for enrolling in CUSD #3 schools, a student must be a legal resident of the district and be able to provide proof of such upon request. Non-resident students may attend district schools, upon approval of the Superintendent and payment of full tuition as per district regulations. Parents of students who enroll their child in district schools when they are, in fact, not legal residents of the district shall incur full tuition obligations.

Students enrolling in school must be enrolled under their legal name. All school permanent records will be maintained solely under the student's legal name. The student's legal name is listed on the official birth certificate which is a document that state statute mandates the school to have for all newly enrolled students. Under the Missing Children's Act, we must have this document in 30 days or less. If the document is not provided, the school will immediately notify the State Police or a local law enforcement agency.

School student records are confidential and information from them shall not be released other than as provided by law. State and federal law grants students and parent(s)/guardians(s) certain rights, including the right to inspect, copy, and challenge school records. The District may release directory information to the general public as permitted by law at the District's discretion, but parent(s) / guardian(s) shall have the right to object to the release of information regarding their child; such objections must be submitted in writing to the principal. Directory information shall be limited to: name, address, gender, grade level, birth date and place, parents' names and addresses, academic awards, degrees and honors, information related to school-sponsored activities, organizations and athletics, major field of study, and period of attendance in the school. This handbook serves as official parent notification of their right to decline the release of their child's directory information.

The Superintendent shall implement this policy with administrative procedures. The Superintendent shall also designate a records custodian who shall maintain student records. The Superintendent or designee shall inform staff members of this policy, and shall inform students and their parent(s)/guardian(s) of it, as well as their rights regarding student school records.

Medicaid reimbursement is a source of Federal Funds approved by Congress to help school districts maintain and improve Special Education services. Therapy and diagnostic services provided to your child are partially reimbursable. Unless you object in writing, the District will claim Medicaid reimbursement for services provided. These claims will have no impact on a parent's ability to receive Medicaid funding either now or any time in the future. If you object to this release of information related to Medicaid claims for your child, please contact your child's principal.

II. ATTENDANCE

Daily attendance is essential to each student's academic growth. While we will make every effort to encourage attendance, ultimately this responsibility rests with the parents / guardians. Regular attendance will prove beneficial both academically and socially. Thank you for your cooperation!

A. ABSENCES

Verification of Absence is necessary should your child be absent from school for any reason, it is *your* obligation to call or contact the school's office. The school must call the parent if the parent has not informed the school about the absence. You may be called at your work before 10:00 am if you have not notified the school when your student is absent.

If no parental communication about an absence occurs, the student must present a parent-signed absence note the next morning of attendance. The absence will be considered unexcused if no absence note is provided within three (3) days following a missed day of school. Any notes submitted after three (3) days will still be accepted but the absence will remain unexcused.

Following the **third (3rd) student absence per quarter**, a **doctor's confirmation and parental communication**

are required for a student's absence to be considered excused. Parents will be notified of accumulated absences. Excessive absenteeism will be referred for truancy/court action.

If a child is absent from school, they are not permitted to participate in or attend any after school activities on that day.

Emergency Contact Information is necessary and according to the Illinois School Code, parents are required to furnish two other telephone numbers that the school may call concerning their child if he/she is absent or where we may call or send your child if he/she becomes ill at school and we cannot reach you. Please be sure these emergency contacts do not work outside the home and they know you have given us their number to call. If you have a change of address/telephone, please notify the school office so our records may be kept up to date.

Illinois School Code authorizes student absence from school for "valid cause"

1. **Excused Absences**-Students will receive an excused absence for the following reasons:
 - a. Illness of student
 - b. Doctor's/dentist's appointment
 - c. Court appearance
 - d. Funeral
 - e. Family emergency
 - f. Observance of a religious holiday
 - g. Quarantine
 - h. Pre-approved Anticipated Absence

All other absences shall be considered unexcused and interpreted as truancy.

2. **Anticipated Absences**-Absence from school for reasons other than those listed above must be approved by the principal. Pre-arranged absences for two (2) or more consecutive days will be approved for no more than five (5) total days in a school year.

The student's parents must complete an Anticipated Absence form at least one week in advance. If approved the office will process a pre-arranged absence form so that assignments can be recorded for the student; the form will be copied and retained for future reference. All assignments except for tests and quizzes must be completed and turned into the teacher by the first day of return to school. If absence is not recommended, documentation will be kept in the student's records for the remainder of the school year. Every effort should be made to schedule dental/medical/optical appointments outside of the regular school day.

3. **Unexcused Absences**-Students will receive unexcused absence for any absences not listed as excused, those exceeding five (5) days of anticipated absence, or failure to provide doctor's confirmation following the third absence per quarter or 12th absence per year, a doctor's confirmation and parental communication are required for a student to be considered excused.

B. ACT (Abolish Chronic Truancy)

Adams County Truancy Ordinance

Chronic truants, defined as students ages 6 – 17 having 9 or more unexcused days out of the past 180 days, will now be required to face a judge to explain their absences or pay a fine regardless of where they live in Adams County. Three ACT notices are presented to the family of a truant student over the course (6, 12, 18) of their unexcused absences. When a student reaches 9 days of unexcused absences, an ACT truancy review board team meets with the family. At that time, fines / court costs will be assessed for the parents of truant children through 10 years of age and directly to the truant if they are over age 10.

The ACT Program is designed according to Illinois Public Act 93-0858 in the school code that clearly authorizes our role in abolishing chronic truancy in our schools. The new law provides authority to lawfully notify families of students with truancy issues and to hold legal hearings by the Regional Office of Education regarding the chronic truancy.

C. TARDINESS

A student will be counted tardy if he/she arrives after 8:15 a.m. If your child is tardy, he/she must report to the office with a note stating the reason for the tardiness. A tardy slip will be issued to the student to allow him/her to enter class.

Please be aware that tardiness can and will be considered in the same legal view as truancy. Cases of repeated

tardiness will be addressed through the same manner as truancy. Students who are not in regular attendance and who are truant will be reported to the Adams County Truant Officer. Cases of chronic or habitual truancy will be dealt with by actions in accordance with Chapter 122, Section 26-2 of the Illinois School Code.

D. STUDENTS LEAVING SCHOOL

1. You **must** notify the school by note or phone call if someone other than the parent or legal guardian will be picking up your child from school.
2. If a child is to go someplace other than to his/her home, please send a note to school.
3. Non-bus riding students wishing to ride a bus must bring a note from home explaining the need for transportation. Only with the principal's authority may a student ride a bus.
4. Bus students who may need to ride a different bus must secure permission from the principal upon receipt of a note from home.
4. When picking up your son or daughter, please report to the office and refrain from going down the hallway to the classroom. Visitors are asked to remain in the office and the student will be brought to you.

No student will be dismissed early without a note or phone call to the school office. The parent or other responsible adult must come to the school office to pick up the child. Children are not to leave the school grounds during school hours, unless they are given permission by the principal or, in his/her absence, by the designated person. When you arrive at school, you must immediately report to the office and the student will meet you there.

E. HOMEWORK

When a student is absent, homework should be requested before 10:30 a.m. and picked up after 12:00 p.m. in the school office. This gives the teacher time to prepare the student's homework and does not interrupt teacher's class time.

MAKE-UP WORK FOR EXCUSED ABSENCES

At the end of a quarter, if a student is absent, the student will have up to 5 school days to make up missing assignments. Any work not completed by the designated cut-off date will result in a zero.

It is the student's responsibility to secure and complete all make-up work. Sometimes arrangements must be made for make-up tests or quizzes; students must arrange this with their teachers.

At the end of quarters 1 - 3, if a student is absent, the student will have up to 5 school days to make up missing assignments. Any work not completed by the designated cut-off date will result in a zero.

At the end of the year, any missing or outstanding assignments must be completed by one week prior to the last day of student attendance.

III. HEALTH

A. EXAMINATIONS / IMMUNIZATIONS

All physical examinations of students should be delivered to the school office before the first day of school. Students entering kindergarten, students entering from out-of-state, and any student entering the school district for the first time who do not have a recently completed Illinois student physical examination by a licensed Illinois physician, nurse practitioner, or physician assistant and evidence of required immunizations on file will not be allowed to attend school after October 15th until such physical examination and immunization records are on file.

B. DENTAL EXAMS FOR STUDENTS

In conjunction with Public Act: 93-946, all children in kindergarten, second, and sixth grades of any public, private, or parochial school are required to have a dental examination.

C. VISION EXAMS FOR STUDENTS IL 482-0847

All students entering Kindergarten or enrolling at CES for the first time will need a vision exam before October 15th.

D. SICKNESS

When a child becomes sick or injured at school, the nurse or another member of the staff will administer first aid. If the condition warrants, a parent will be called to come for the child. It is important to keep the school informed of changes in telephone numbers in case we need to contact a family member. Should it be impossible to contact either parent, the principal will call your doctor for instructions and, in extreme cases, see that your child is taken to the hospital.

CONTAGIOUS DISEASES AND CONDITIONS

For the protection of all students and staff, the following guidelines should be followed:

1. Never send an obviously sick child to school.
2. A child with a severe sore throat, severe cough, earache, vomiting, more than 1 episode of diarrhea, or fever of 100 or higher **within the past 24 hours**, or an undiagnosed rash should not be sent to school.
3. A child with a **known** communicable disease (chickenpox, impetigo, strep, measles, scabies, ringworm, etc.) should not be sent to school without the specific written approval of a doctor or a licensed health care provider.
4. Parents are encouraged to use common sense and good judgment when determining whether to send a child who has been ill with a cold or flu back to school.

Please notify the school nurse if your child is diagnosed with a communicable disease, severe injury, or has surgery.

The purpose of this is to protect your child, so the nurse can send notices to parents when a number of cases of a disease are reported (e.g. Strep, Mono, Flu, etc.), help make any needed accommodations in the case of an injury or surgery, and keep your child's health record current.

Students who become ill at school should tell the teacher immediately. If a student becomes ill in the lunchroom or on the playground, the child should notify the monitor. The school **must** have a current emergency number to call in case a parent cannot be reached during the school day. Once the parent has been contacted, the child will need to be picked up from school within an hour unless otherwise arranged with the school nurse.

E. STUDENT MEDICATION

Students should not take any prescription or non-prescription medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parents/guardians believe that it is necessary for the student to take a medication during school hours, they must request that the school dispense the medication to their child/ward and otherwise follow the District's procedures on dispensing medication.

GUIDELINES FOR THE ADMINISTRATION OF MEDICATION AT SCHOOL

1. Prior to prescription or non-prescription medication being administered to any student the "Authorization and Permission for Administration of Medication" form must be completed and signed by the licensed prescriber and the parent/guardian.
2. Medication authorizations are effective for current school year only.
3. It is the parent/guardian's responsibility to ensure that the licensed prescriber's orders, written request and medication are brought to the school.
4. The first dose of any new medication should be given at home whenever possible. The nurse may refuse to administer the first dose of a medication if in her clinical judgment it may compromise the safety of the child while attending school. In this instance the parent would be notified.
5. The school nurse shall review the written order and determine to accept the written order or seek further clarification of the order if necessary.
6. Medication must be delivered to school by a parent/guardian or responsible adult. Medication may also be delivered to school by a pharmacy.
7. Medication must be brought to the school in a container, labeled appropriately by the pharmacist or licensed prescriber.

Prescription medication shall display:

- Students name
- Prescription Number
- Medication Name and Dosage
- Administration route
- Date of prescription and refill
- Licensed Prescriber's name
- Pharmacy name, address, phone number
- Name or initials of Pharmacist

Over the counter medication must be in the original unopened container with the label intact. No medication will be given past the expiration date on the container.

8. Any changes in dose, time, or directions must be in writing from the licensed prescriber.

9. Students will be evaluated on an individual basis regarding the need to carry and self-administer an asthma inhaler/EpiPen. Both the Physician and Parent Authorization and Request for self-administration of asthma inhaler/EpiPen must be completed and signed. The parent/guardian must supply the appropriate medication. The student is encouraged to document frequency of use while at school.
10. The parent/guardian will need to pick up the medication at the end of the school year or if the medication is discontinued or changed during the school year. If the medication is not picked up, it will be discarded.

As stated in Public Act 097-0361 (105 ILCS 5/22-30) and under the standing-order established by C.U.S.D. #3 and under a standing protocol from a licensed physician: When a student does not have an epinephrine auto-injector or a prescription for an epinephrine auto-injector on file, the school nurse or trained designee may utilize the school districts epinephrine auto –injector to respond to an anaphylactic reaction.

In the case a student shows symptoms of an acute asthma attack and the student does not have a rescue inhaler or a prescription for an inhaler on file, the school nurse or trained designee may utilize the school districts emergency rescue inhaler to respond to an acute asthma attack.

The parents/guardians of the pupil must sign a statement acknowledging that the school district is to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by the pupil or administration or use of an epinephrine auto-injector or rescue inhaler regardless of whether authorization was given by the pupil's parents or guardians or by the pupil's physician, physician's assistant, or advanced practice registered nurse. The parents/guardians must 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 the self-administration of medication by the student or administration of emergent medication by district designee. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

F. VISION AND HEARING SCREENINGS

Vision and hearing screenings are conducted each school year by the school nurse who is a certified Hearing and Vision Technician. Grades screened for vision are: Pre-k, Kindergarten, Second, Eighth, and Special Education students from all grades. Children who wear glasses or children who are under care of an eye doctor will not be screened. Grades screened for hearing are: Pre-K, Kindergarten, First, Second, Third, and Special Education students from all grades. Also screened for vision/hearing are any referrals from teachers or parents in grades not normally screened, and new students who have not been previously screened.

The purpose of the Vision and Hearing Screenings is to identify children who *may* have a Vision or a Hearing problem. You will be notified if your child failed the screening. If your child passed, this screening should not replace an eye appointment with an eye doctor. Vision screening does not evaluate eye health and important vision skills needed for success in school. Only an examination by an eye doctor can identify eye and vision problems and prescribe treatment.

G. LICE POLICY

The Central Public Schools C.U.S.D #3 will support families by emphasizing prevention, early detection and education as the best methods in controlling head lice.

Children will be screened at school if lice are suspected or as a result of a reported case.

When a student is found to have live lice:

1. The parent/guardian is notified that live lice are present and asked to pick up their student at school.
2. Pediculosis Parent Letter that includes instructions for treatment of live lice and if needed, nit removal will be given to parent/guardian.
3. The parent/guardian is instructed that the student must be treated before returning to school. A parent will be required to bring the student to school *two* days after discovery of infestation to be checked by the nurse. Students are not allowed to ride the bus until they have been cleared by the nurse.
4. Determine if the student has siblings in the district. If yes, siblings will be checked by their school's nurse.
5. Students will be re-examined by the school nurse upon returning to school. Students with live lice will not be allowed to return to school until they are lice free. Parent will be instructed to remove all live lice before the student returns to school.
6. If nits are found, the parent is notified and encouraged to continue daily combing with nit comb. Student will continue to be checked at school for nits by school nurse for at least two weeks. If the number of nits

fails to decrease during the monitoring period, a parent will be called to pick up the student. The nurse will again show the parent how to remove the nits. This absence will be unexcused.

7. Students who are re-examined and who do NOT have live lice will remain at school and continue to be checked at school for lice/nits by school nurse for at least two weeks.
8. Students found to have live lice on re-examination will once again be sent home from school. This absence will be unexcused.
9. After long breaks from school, such as Christmas/Winter break, the school nurse will check previously infested students' heads.
10. Respect for sensitivity and maintenance of privacy of students and parents/guardians regarding head lice will be expected by all staff.

All school personnel will use the same educational information to provide to families. These are:

- A. Illinois Department of Public Health Head Lice HealthBeat
- B. Pediculosis Parent Letter/instructions for treatment of live lice.
- C. Pediculosis Recheck Parent Letter Nit Removal.

Students who have live head lice despite 3 treatment cycles will be referred to their school principal for academic consultation. These families will receive a child welfare service referral with DCFS.

Students who have missed 4 unexcused days of school related to live lice will be referred to the Adams County Regional Office of Education Truancy Department. The first day a student is sent home from school for live lice will be considered an excused absence. All absences after first occurrence related to live lice will be considered an unexcused absence.

Students with open scalp lesions/signs of infection with live lice and/or nits will be reported to DCFS hotline.

IV. SAFETY

A. EMERGENCY / CRISIS DRILLS

Fire drills are held regularly throughout the school year. Children are instructed as to proper procedures, exits to be used, safety practices, and the danger of fire and smoke in a public building. Parents should question children about procedures to be followed at school and home with respect to action to be followed in case of fire. One fire drill will be conducted with the fire department observing.

Equally as important as fire drills to the safety of students is the adequate preparation for natural disaster such as tornados and violent storms. Your school district is cooperating with the local and state officials in providing for the safety of students in the event of such natural disasters. Drills are held regularly. State law mandates that all students participate in a minimum of two bus emergency evacuation drills annually. Such drills are conducted each spring & fall. In addition to these drills, the schools will participate in a lock down and evacuation drill annually for a crisis situation.

B. HARRASSMENT

In that it is in the intention of School District #3 to require a safe and secure environment, any act, comment, remark or statement by a student either verbal, nonverbal or written which could in any way be interpreted as a threat to the safety of any person shall subject that student to disciplinary action up to and including expulsion. This includes all such acts, comments, statements or remarks. Lack of intent (e.g. "*It was a joke.*") shall not be a defense to disciplinary action.

It is the intent of school staff to provide a safe and secure environment for students. Given the age of our students, they may share something with parents/guardians at home that might imply they felt they were dealing with harassment. If students are tormented, worried or troubled by someone at school, it could be said they are being harassed. There are several types of harassment.

Physical harassment: when someone repeatedly indicates they will do something physical to another person, such as fighting.

Verbal harassment: when someone repeatedly says worrisome things to another, such as making threats.

Sexual harassment: when someone makes inappropriate comments concerning the physical difference between boys and girls or makes improper suggestions to the person based on these physical differences.

Forms of harassment should be shared immediately with the teacher, principal or other staff member. Students found guilty of these activities will be given appropriate consequences.

BULLYING

CUSD # 3 will provide all students with a safe school environment that facilitates learning. Bullying is an act of repeated verbal, technology-based, or physical aggressive behavior in order to intentionally hurt another person physically or mentally. CUSD # 3 will seek to prevent such incidents and will investigate and take corrective actions for violations of this policy. Further, retaliation against those who seek remedies under this policy is prohibited and will be punished under the Student Discipline section of the Student Handbook.

Any faculty and staff member of a student at CUSD # 3 who has witnessed or has reliable information that a pupil or staff member has been subjected to "bullying," as defined above, or a person in the above categories who has experienced the aggressive behavior/bullying, shall report such incident to the Principal or his/her designee. Confidentiality to the fullest extent possible will be observed at all stages of the investigation and for any hearings that take place. Further, retaliation against those who seek remedies under this policy is prohibited. The principal shall enforce the rules and implement consequences as deemed necessary.

C. PLAYGROUND RULES

- Play in designated/assigned areas only.
- No personal sports equipment, games or toys are permitted at school unless the school has granted specific permission.
- Students are not to leave designated play area without permission from the supervisor.
- Students must ask permission from the supervisor to re-enter the building once they have gone out to play.
- No throwing of an object, such as rocks, snowballs, wood chips, etc.
- Rough play will not be tolerated
- Skateboards, roller skates, and baseballs are not allowed on school grounds during the school day.
- If a playground ball should go out into the street, report this to an adult on duty
- All equipment must be used in a safe manner. Inappropriate, dangerous, and irresponsible behavior will result in consequences including the temporary loss of recess privileges. The principal will handle serious offenses.

D. PARKING

When you visit the school, please do not park in the bus loading zones nor block the flow of traffic in the student drop off / pick up area. Visitor parking area is available in the northeast parking lot and on the street.

At CES, the road on the west side of the school will be a one-way street from south to north between 7:15 and 4:00. Student drop off and pick up area will be diagonal parking. If you are staying at CES longer than 5 minutes please use the visitors parking on the east side (horseshoe) of the school.

E. VISITORS

All visitors are required to sign in at the office and must wear a VISITOR'S STICKER as they move throughout the building. While we encourage people to visit school, visits may be limited in order to minimize interference with the academic setting.

Student visitors will not be permitted due to ambiguous issues such as liability, responsibility, and control. The school shall not be asked to assume responsibility for the welfare of a child not enrolled in our school district.

F. WEATHER/EMERGENCY DISMISSAL

In the event that school must be dismissed due to bad weather, equipment breakdown, or other unusual reason, the general public will be notified through radio stations (WTAD & WGEM), TV stations (KHQA & WGEM) and via the school phone messaging system.

In the event of an evacuation, students will be transported to the designated evacuation sites. Parents will be notified through the School Messenger System when and where their student(s) can be picked up. During a lockdown, parents will not be permitted at school without first reporting to the offsite crisis management location. If circumstances prevent the parent or legal guardian from picking up their child, a school official will call the parent/guardian to get verbal confirmation that another person has permission to pick up their child. The parent/guardian or person responsible for picking up your student will NOT BE ALLOWED IN THE BUILDING. (This is to help eliminate chaos.)

Students who are not picked up by parent/guardian or designated person will be taken home on their usual bus route.

V. ACADEMICS

A. GRADE REPORTS / GRADING

Report cards are sent home each quarter. Parents are asked to sign and return the cards to school. **Midterms** are also sent out to keep parents informed. These must also be signed and returned. Reports will be sent to **Non-Custodial Parents** upon written request and payment of fees. This request must be made in the school office and the proper papers filed.

Grades are determined by a pre-selected list of determiners for each course of study. The following District grading standards will be used to determine report card grades:

- E - (Excellent) Above Grade Level
- S - (Satisfactory) On Grade Level
- I - (Improving) Below Grade Level but Progressing
- N – (Needs Improvement) Below Grade Level

B. PROMOTION / RETENTION

Decisions to promote/retain students the following school year are based upon grades, student achievement of skills, readiness for the next grade level, and other significant factors. The principal will make retention decisions based upon teacher recommendation and student data. In the case of transfer students, it is the building principal's authority to assign a student to a learning setting other than that recommended by the transferring school.

C. ASSESSMENTS

In keeping with **Board of Education policies # 655.02, and #660**, the following assessment program is in place for students attending CES

DIAL Screening: Pre K screenings are available to all District three and four year olds each April and August. Advertising this service is handled through District-parent communications and other local agencies.

Kindergarten students receive an informal teacher screening prior to Kindergarten entry.

RTI – Response to Intervention

Tier I – Universal Instruction – all students receive this instruction

Tier II – Small group supplemental instruction on focused needs of the group

Tier III – 1 on 1 instruction on the individual needs of the student

Universal assessments will be preformed in September, January, and May to all students at CES. From this assessment, student's needs will be determined and if they need extra time and assistance on a focused skill. Interventions in Tier II and Tier III will focus on these needs and through intensive instruction; students will be monitored and assessed more frequently on their growth and needs. If students are intervention resistant over time, then a referral for Special Education Services may be recommended for the student. Parents will be communicated with continuously during the RTI Process.

D. CURRICULUM AND SPECIAL STUDENT SERVICES

Our school provides students a well-rounded curriculum provided by the classroom teacher as well as music and P.E. specialists.

All students will receive instruction in: Math, Reading, English (Grammar & Writing), Spelling, Social Studies, Science, P.E., Vocal Music, and Art. Special student services are provided to those students who have been evaluated, identified, and placed in specific programs, such as Title I, Learning Disability, and Speech & Language. Other accommodations will be made for students with a mental or physical disability not covered by one of the mentioned programs.

Each student is expected to participate daily in our established P.E. curriculum. Doctor's excuses are necessary for excused non-participation beyond three days. Tennis shoes are required of all students any time in the gym for P.E. or recess. A separate pair of tennis shoes is not necessary, if the student usually wears tennis shoes.

Additionally, School District #3 provides a free public appropriate education to all students with disabilities residing within the District, required under the Individuals With Disabilities Act (IDEA) provisions of the Illinois School Code, the Rehabilitation Act of 1973, and the ADA. For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation placement, and delivery of services as provided in the Illinois State Board

of Education's Rules and Regulations to Govern the Administration of Special Education. For those students who are eligible for services under IDEA but, because of a mental or physical disability as defined by Section 504 of the Rehabilitation Act of 1973, need accommodations or related services, the District has a system of procedures for the identification, evaluation, and educational placement for such students. Parents should contact their child's building principal to discuss programs and services available.

Speech and Language: All Kindergarten and 3rd grade students will be screened for language and/or speech sound errors at the beginning of the school year.

E. COMPUTER / INTERNET USAGE

Computer/Internet usage by students is considered a privilege. Computer/Internet misuse will result in loss of that privilege for a length of time depending on the seriousness of the violation. Students must read, understand, and sign the "Authorization for Internet Access" form and then have his/her parents also read, understand, and sign the same form and return it to school before any Internet access is allowed. Students will complete an "Authorization for Internet Access" form annually.

-According to Illinois State Law Number (105 ILCS 5/27-13), information regarding internet safety education is required for all students grade 3 and above. Students will receive internet safety information over the school year.

F. PARENT - TEACHER (Student-Led) CONFERENCES

Specific parent-teacher conference days will be established on a District-wide basis; dates of such will be found on the District calendar and will be announced through the local paper and announcements from school as the date approaches. It is hoped that parents will feel free to contact their child's teacher(s) at any time during the school year when there are questions or concerns about their child's progress. Call the school secretary to set up a mutually convenient appointment for desired conferences. Generally, teachers are not available during the school day for conference time.

VI. DISCIPLINE

A. GENERAL POLICIES

Discipline is a means of fostering the growth of students toward maturity and responsibility.

The educational environment of the District shall be such that the administration and teachers shall demonstrate fair, just and flexible attitudes and disciplinary efforts toward all District students.

The School Board's disciplinary policies may include but not be limited to the following disciplinary measures:

1. Expulsion
2. Suspension (in-school and out-of-school)
3. Removal from the classroom
4. Denial of privileges
5. Probation
6. Detention

Prior to receiving a disciplinary action, the student shall be given the opportunity to deny or explain his or her misconduct to the classroom teacher and/or building administrator. Under the direction of the Superintendent, school personnel shall establish and regularly review necessary procedures for implementing the school board's disciplinary policies.

The School Board may also institute policies whereby students, parents, teachers, administrators, board members and community persons work together in recognizing and developing alternative programs for dealing with student misconduct or disobedience. Such programs may include:

- The involvement of students in defining acceptable school behavioral standards;
- The involvement of parent/guardian in when the student has repeatedly exhibited unacceptable conduct;
- The involvement of the social agencies to address a student's behavioral pattern;
- Individual student counseling by classroom teachers and trained counselors;
- Psychological testing and services for student.

B. DETENTION

After-school detention may be used with students as a corrective disciplinary measure. When a student is to be

detained after school, the parent/guardian shall be notified by the building principal or his/her designee at least twenty-four (24) hours before the day of the detention.

The parent/guardian shall be responsible for the student's transportation, in the case of high school and junior high students from the established detention drop off locations; in case of grade school students from their respective elementary schools.

C. SUSPENSION

The Superintendent or the building principal is authorized to suspend students guilty of gross disobedience or misconduct from school (and all school functions) for a period not to exceed ten (10) school days.

The student and/or parents are due the following procedural protections:

1. Prior to suspension, the student shall be provided oral or written notice of the charges. If the charges are denied, the student shall be given an explanation of the evidence against him and an opportunity to present his/her version of the incident.
2. Prior notice and hearing as stated above may not be required and the student immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and hearing shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the parents or guardians of the student. Such report shall contain a full statement of the reasons for suspension and a notice to the parents or guardian of their right to review. Also, a copy of the notice shall be given to the school board.
4. Upon request of the parents or guardian, the school board shall conduct a hearing and/or a hearing officer will be appointed by it to review the suspension. At the hearing, the parents or guardian of the student may appear and discuss the suspension with the board or its hearing officer. If a hearing officer is appointed by the board, he shall report to the board a written summary of the evidence heard at the meeting. After its hearing or upon receipt of the report of the hearing officer, the board may take such action as it finds appropriate.

Gross disobedience or misconduct of students shall include, but not be limited to, the following:

- Disobedience of directives from staff members or school officials and/or rules and regulations governing student conduct.
- Possession, use, distribution, purchase, sale or found to be under the influence of illicit drugs and/or alcoholic beverages.
- Injury or threat of injury to any school district employee, official, or student.
- Destructive and/or defacement of any school property.
- Possession, use, or distribution of a dangerous weapon.
- Other such conduct that poses a danger to persons or property or disrupts the educational process.
- Use of tobacco products.

D. IN-SCHOOL SUSPENSION

In order to maintain greater control and provide more guidance for a student who's disruptive behavior forces their temporary removal from the regular classroom.

In-school suspension shall be conducted in the District's *secondary schools* in compliance with the following guidelines:

1. Students will be assigned to in-school suspension by school administrators.
2. The administration will inform staff members of the names of those students assigned to in-school suspension. This will include notifying the counselor.
3. The administration will notify the parents in writing that a student has been assigned to in-school suspension, giving the reason for such assignment. A conference may be held prior to the student's re-admittance to regular classes.
4. The in-school suspension teacher shall see that each student assigned to in-school suspension will have textbooks and classroom assignments. If the student does not, the teacher shall make the necessary arrangements to have the student get this material.

E. REMOVAL FROM CLASSROOM

Teachers shall maintain discipline in the schools. In all matters relating to the discipline in and the conduct of the school and the school children, they stand in the relationship of parents and guardians to the students. This relationship shall extend to all activities conducted with the school program and may be exercised at any time for the safety and supervision of the students in the absence of their parents/guardian.

Standards and procedures which provide for the removal of a student by a teacher from the classroom for disruptive behavior and which provide due process to students shall be established and maintained by the school board. The parent/teacher advisory committee on discipline shall recommend the standards and procedures to the board.

The standards and procedures shall ensure the following:

- The District's definition of disruptive behavior;
- The expectations for student behavior of the teacher are fair, reasonable, within the District's guidelines and are known by the student;
- The student knows the consequences of violation of the teacher's expectations for student behavior;
- Disruptive behavior by the student shall lead to the development by the teacher and the student of a plan to prevent future disruptive behavior;
- Continued disruptive behavior by the student shall cause the involvement of parents / guardians and additional appropriate staff, as well as the teacher and student, in the development of a remedial plan;
- The written remedial plan shall listen to the student and shall provide due process for the student should the student be removed from the classroom;
- Disruptive behavior by a student, which could cause harm to himself, other students or the teacher, shall be cause for immediate removal from the classroom.

VII. FINANCIAL RESPONSIBILITIES

A. GENERAL POLICIES

Parents and guardians are ultimately responsible for:

- Damages done to textbooks and/or other instructional materials
- Acts of vandalism or intentional damage to property
- Loss of misplaced books or other school property

B. PAYMENT OF FEES

As per Board of Education determination, students are assessed an annual textbook rental fee. Payment of such fees are to be made at the time of enrollment; arrangements can and will gladly be made to meet individual needs.

Parents of students who receive public aid, have a gross income that is under that set out in the federal guidelines for free or reduced price lunches, or who are otherwise able to establish that you cannot afford to pay these fees may be eligible for a waiver of student fees. (Application for free and reduced price meal services)

Student fees, including book rental, lunch payments, insurance, picture money, and other various fees, are collected by the classroom teacher and/or other personnel designated to handle money. Receipts are given for book fees and insurance. Checks given to pay any fees should be made payable to "Community Unit District # 3" (not to any company or teachers)

Individual student photos are taken annually at school; reputable companies are engaged for this purpose. Parent purchase of such offered products is purely voluntary and at parent discretion. Checks tendered for such items should be separate from school funds/payments.

Should a parent refuse to pay for their child's meals (or other charges) or present the school with checks that are not accepted by the bank for payment, no additional meals or obligations will be allowed the child until the financial matters are paid in full and a system of payment to address future obligation is set in place. Students that are passed \$30 on their lunch account and there is not payment will be provided with a peanut butter and jelly sandwich and milk.

C. MEAL PROGRAMS

A federally approved meal program is available to all students daily in the school cafeteria; students are strongly encouraged to take advantage of this excellent program. Students always have the choice of bringing their own suitable lunch from home for their noon meal.

All students, whether eating one of the lunches served daily in the cafeteria or their own sack lunch, are required to eat lunch in the cafeteria. Because of the need for nutritious meals at this vital growing stage, students are NOT ALLOWED TO BRING SODA FOR LUNCH.

Schools and institutions are required to serve meals to children with disabilities whose disability restricts their diet in such a way that they cannot fully participate in the food service program without some modification to foods or menus. Schools and institutions must require the child with disabilities or his/her parent or guardian to request special meals and to provide medical certification signed by a medical doctor that (1) verifies special meals are needed because of a disability and (2) prescribes the alternate food and forms of food needed to meet the child's special dietary needs.

Cost of cafeteria meals is as follows:

Elementary students	-	\$ 2.25 for lunch; \$1.50 for breakfast
Extra milk	-	\$.40
Adults	-	\$ 2.75 for lunch; \$ 2.00 for breakfast

Students are to pay for their meals in advance by bringing their meal money, preferably in check form, to their teachers each first day of the week; there it will be collected and turned in to the secretary for bookkeeping. Other meal payments can be made directly to the secretaries during normal school hours. In the event that meal money has been forgotten, K-4 students are allowed to charge up to a total of \$20. Thereafter, meals may not be charged until back payment for past-charged meals is made.

Students who have unpaid balances from the previous year, will not be allowed to eat additional school meals in the new school year until such time as the previous balance is paid in full.

Free and reduced-price meals are available to students whose parents have applied and have been approved by the principal. Application forms are available on registration day or will be available in the office. This form needs to be filled out each year for each child in school. If there is a change in your income after you fill out your application, you must fill out a new form.

VIII. DRESS CODE

A. GENERAL POLICIES

Students' attitudes and behaviors are greatly affected by their mode of dress and grooming style. Students are encouraged to exercise good taste and consideration of others in selecting school clothing. Parents are strongly encouraged to monitor their son's/daughter's attire to insure that they dress in a manner that is appropriate for a school situation. Any shirt or clothing that contains an unacceptable printed message or advertises alcohol or tobacco products is inappropriate for school use.

- Any student who arrives at school in clothing that is disruptive, unsafe, or beyond standards of decency will be removed from the classroom until the problem can be remedied.

IX. MISCELLANEOUS

A. PUBLIC RELATIONS

This handbook serves as parental notice that from time to time, the District may use students' photos, pictures, and names in news media, public relations material, or in educational publications. If you do not wish for your child to be included in any such activity, please notify the school in writing.

B. TELEPHONE USE

Pupils will not be interrupted during school hours by outside calls and messages except in case of an emergency. If parents wish to contact a classroom teacher, they should be prepared to leave a message requesting to contact them at his/her convenience. Teachers generally are not available to come to the telephone during the time class

is in session. This may prove necessary even before or after school since the teacher may be involved in a conference or attending a meeting at the time the call is made.

In contacting the nurse, speech therapist, psychologist, or social worker, the parent is expected to call the school and ask to speak to or leave a message for the person he/she is calling. The office will attempt to locate the person and facilitate the contact. The school telephone is a business telephone. Our school telephone system often has all circuits tied up. For these reasons, children generally are refused the use of the school telephones except in cases of emergency.

C. INSURANCE

The opportunity to purchase student accident insurance through the school is available and optional. Application forms are available at registration day or in the office at other times.

D. SOLICITATION

Pupils are not to sell items to other students at school. Solicitations or selling of any items for profit other than for school organizations or school-affiliated programs is prohibited.

E. PUBLICATIONS

Any publication, leaflet, brochure, etc. that is distributed in the school building or on school District property must have the approval of the administration prior to distribution. A copy of such publications must be filed in the office. Individuals distributing unauthorized publications are subject to disciplinary action, as well as confiscation of all materials.

F. PARTIES / SPECIAL EVENTS

It is fairly common, especially in the lower grades, for a child to desire to share his/her birthday with the class. Since we have a very full schedule in our school curriculum, this observance must be kept to a minimum. The teacher should be informed so that the class can recognize the birth date. A treat may be sent for their classroom only, which will be given to the children at a teacher-designated time. Any gifts such as balloons, flowers, etc., will be kept in the office until dismissal time.

G. PARENT TEACHER ORGANIZATION (PTO)

The PTO exists for one purpose – to support the efforts of our school's teachers and students. Typically, the PTO holds meeting once a month to plan and carry out various activities designed to benefit our students and school. All parents and guardians are welcome to join the PTO and are encouraged to support the PTO's functions throughout the year. Parents assisting PTO parties during school time are asked not to bring younger siblings. **CES Teachers will designate 2 to 3 parents to assist during the 4 PTO daytime parties – Halloween (Fall), Christmas (Winter), Valentine's Day (Winter), and Easter (Spring). These 2 to 3 parents will be the only ones allowed to be in the classroom at this time.**

H. NEWSLETTERS

School calendars are sent home with the students each month indicating important school activities, meal menus, etc. If your child does not receive his/her copy, please notify the school office.

I. LOST AND FOUND

Students and parents are ultimately responsible for all personal items brought to school. Please mark coats, hats, etc., so these items may be returned to their owner. We discourage students from bringing in valuable items. Such items can be damaged. Any clothing or other personal items found in school will be kept in the office.

J. CES - END OF THE SCHOOL DAY DISMISSAL TIMES

- a. 2:40 First bell – Golden and Clayton (HS) bus students
- b. 2:50 Second bell – walkers and pick ups / Clayton Shuttle
- c. 3:05 Third bell – Remaining bus students

X. COMMON SENSE EXPECTATIONS

- While on school property, students are subject to the authority and direction of any and all teachers and staff members at all times.
- The supervising teacher/aide or the principal has the right to restrict the use or bringing to school of equipment and displays brought from home if it is believed to be disruptive or potentially dangerous.
- No toys, games, radios, audio or video equipment, guns or other weapons (real or toy), sports equipment, electronic paging or game equipment, or cameras are permitted at school without teacher authorization. Students are strongly encouraged to keep personal possessions that reflect important value or worth at home.
- **No pets or animals** are allowed at school unless arrangements without the teacher and principal's approval.
- Bicycles are not to be ridden on the school grounds during school time. Students are to walk their bikes on the school grounds when arriving and departing from school. Students riding bicycles must park them in the bike rack. Bike riders are to ride bicycles directly home after dismissal from school.
- **Students should always come to school dressed for outside recess.** Remember to bring gloves, caps, coats, etc. for winter weather.
- When students are dismissed they are to go directly home.
- All students must have a clean pair of gym shoes for P.E. class.
- All students entering school should be potty trained and able to clean themselves afterwards.
- Cheating, gambling, theft, vandalism, and profanity cannot and will not be tolerated; instances of such will bring appropriate disciplinary measures.
- Lunchroom food (purchased at school or brought from home) is to be consumed at lunch. Bringing food/eating at other times is not permitted without teacher authorization (including candy or gum).
- Cell phones will be turned off as soon as the student enters the Elementary / Middle School building. If the phone is left on and is found, it will be shut off and taken to the office. The student will be able to get the phone back at the end of the day.

C.U.S.D. # 3 TRANSPORTATION Martin Cook, Superintendent and Transportation Director Rick Voss, Transportation Manager

Safe transportation of pupils to and from school is of vital concern to Board of Education members, administration, teachers, students, parents and last, but not least, bus drivers. It is also a recognized fact that everyone is involved in providing for safe transportation, not just bus drivers.

The Board of Education plans for safety by buying buses that are constructed with the latest safety features, hiring competent drivers and setting bus rules. The current rules are:

1. Follow all bus driver directions
2. Basic school rules will be followed. (Examples: tobacco in any form, dangerous items or weapons, disruptive belongings, disruptive behavior, etc. are totally unacceptable)
3. Stay seated.
4. Keep head, hands, feet and all belongings inside the bus.
5. Use proper language.
6. No food or drinks allowed on the bus.

The main objective of our transportation system is to provide all eligible students a safe and comfortable ride to and from school. In an effort to obtain this objective, good discipline must be maintained on the school bus at all times.

- "Horseplay" of any kind will not be permitted. The school bus driver must maintain good discipline and report any activity or conduct on the part of a student, which would jeopardize himself or other students to the building principal.

- First time offenders may be given verbal warning, corrective measures and the incident will be documented and reported to the principal.
- On the second offense, both the principal and driver will correct the student and the student's parents will receive notification of possible suspension of student's riding privileges.
- Third time offenders may be suspended for a period of up to 10 school days with notification of such action given to parents.
- If the aforementioned action fails to convey meaning to a particular student, then full suspension as provided by Article 10 par. 22.6 section (b), Suspension or Expulsion of Pupils of the Illinois School Code may be imposed.
- Any behavior displayed on a school bus that is of such a nature that the immediate and continued safety of the passengers, driver, or bus is in jeopardy will be addressed without regard to any or all of the above warning or corrective steps.
- Working together we can provide safe transportation with pride and a positive attitude.

Let's do the job!

CENTRAL COMMUNITY UNIT SCHOOL DISTRICT NO. 3
2110 HWY 94 N
CAMP POINT, ILLINOIS 62320

Telephone 217/593-7116

Fax 217/593-7026

Martin Cook, Superintendent

Dear Parent/Guardian:

In accordance with the ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, Central School District #3 is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you.

If you have any questions, please feel free to contact Martin Cook, Superintendent, at the following phone number 217-593-7116.

Sincerely,

Martin Cook, Superintendent