

**Hillsboro Elementary Schools
2010/2011
Coffeen & Beckemeyer**



Hillsboro School District #3

www.hillsboroschools.net

**Coffeen School
200 School
Coffeen, IL 62017
534-2314**

**Beckemeyer School
1035 Seymour Ave.
Hillsboro, IL 62049
532-6994**

**Francine Lockett
Principal**

**Pam DeLong
Principal**

**Zach Frailey
Assistant Principal**

DISTRICT PHILOSOPHY

The School District, in an active partnership with parents and community, will promote excellence in a caring environment in which all students learn and grow. This partnership shall empower all students to develop a strong self-esteem and to become responsible learners and decision-makers. The School District is committed to developing and using a visionary and innovative curriculum and a knowledgeable and dedicated staff. The District's educational program will seek to provide an opportunity for each child to develop to his or her maximum potential. The objectives for the educational program are:

- To foster self-discovery, self-awareness, and self-discipline.
- To develop an awareness of and appreciation for cultural diversity.
- To stimulate intellectual curiosity and growth.
- To provide fundamental career concepts and skills.
- To help the student develop sensitivity to the needs and values of others and a respect for individual and group differences.
- To help each student strive for excellence and instill a desire to reach the limit of his or her potential.
- To develop the fundamental skills which will provide a basis for life long learning.
- To be free of any sexual, cultural, ethnic, or religious bias.

PUPIL RESPONSIBILITIES

- The pupil attends school so that his/her individual capabilities can be developed to the fullest. It is our hope that each one will become the best person that it is possible for him/her to become. To do this, the pupil must:
 - Accept responsibility for his/her action.
 - Approach studies with a seriousness of purpose and a realization that learning is work.

- Develop good study habits and make a sincere effort to do the best in his/her studies.
- Be well prepared for classes each day, both physically and mentally.
- Make the most of all educational opportunities provided by the school.
- Dress appropriately and practice habits of personal cleanliness.
- Choose friends and companions carefully.
- Be regular in attendance and be punctual in arriving at school.
- Act in a manner which will reflect credit on him/her, the parents and the school.
- Respect the authority of the teachers and other members of the school staff.

PARENTAL RESPONSIBILITIES

Good conduct in school originates in the home. It is the obligation of the parent, by teaching and example, to develop in the child attitudes of respect for the school, for the teachers, and administrators, and for all other children. To help the child develop good behavior habits, the parent must:

- Instill in the child respect for authority, for the rights of adults and of other children, and for private and public property.
- Know the child's friends.
- Assume your child will have outside recess and dress your child appropriately.
- Know where the child is when he/she is away from home.
- Teach the child to obey the teacher and other persons in authority.
- Support the action of the teacher or principal when requested.
- Insist that the child be prompt and regular in school attendance.
- Carry out recommendations made by school personnel.
- Talk with the child about school activities; take an interest in the child's progress in school, and in his/her report card.
- Safeguard the physical and mental health of the child; take him/her for periodic health examinations.
- Attend special school programs.
- Arrange for a time and place for the child to do homework assignments and supervise

- him/her in completing them.
- Understand and comply with the rules of the school concerning pupil conduct.

VISITORS

District policy requires that **ALL** visitors, including parents, must report to the principal's office before going to a classroom. If a parent wishes to schedule a conference or classroom observation, the parent is asked to contact the staff member by telephone to schedule an appropriate time with the child's teacher and/or the school office. Visitors are welcome at any school district building providing their presence will not be disruptive.

EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic and social conditions, or actual or potential marital or parental status.

No student shall, on the basis of sex, 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 may file a discrimination grievance by using the Uniform Grievance Procedure

NO PETS

Pets and/or other animals may not be brought into school facilities. Teachers and other educational organizations are exempt from the rule provided the introduction of animals into an educational program follows strict procedural guidelines developed by the Superintendent and adopted by the Board of Education.

Invitations, Flowers & 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 using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

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.

STUDENT ATTENDANCE

SCHOOL HOURS

School will begin at 8:15 a.m. The final dismissal will be at approximately 3:10 p.m. after the last bus has departed. Early dismissal times for holidays, teacher in-service, etc. will vary. Scheduled early dismissals will be published in advance in the local newspapers and/or in parent newsletters.

TARDIES

Prompt arrival at school is important. Classroom teachers use the first few minutes to take lunch orders, report attendance, check agenda books, and make special announcements. Tardy students interrupt the normal school routine. Repeated tardies may be reported to the truant officer.

If a student is tardy, he/she is to go directly to the office for a permission slip to enter the classroom. If a parent cannot accompany the student to the office, they must send a note explaining the reason for tardiness. Otherwise,

the student will be given an unexcused tardy slip. Unexcused tardies may be subject to disciplinary action.

ATTENDANCE

Regular attendance is essential for a child's continuing progress in school. Parents are responsible for the regular attendance of their children in school.

If a student is going to be absent from school, the parent is asked to notify the school office by 9:00 a.m. on the day of the student's absence. Parents are also asked to send a note to the office on the day of the student's return to specify the date(s) and the reason(s) for the absence.

Absences due to illness of the student, a serious family illness, or a death in the family will be excused. A doctor's note may be required for absences of more than 5 consecutive days.

Other absences (for family vacations, holiday travel, etc.) may be excused provided the parent provides a note stating the reason for the absence. When no parental notice is received for a child's absence, the absence will be unexcused. Any absences due to external suspension will be unexcused.

Once the cumulative number of absences totals 15 days, only absences for student illness will be excused and a doctor's note will be required. Any additional absences that are not excused by a doctor's note or by the building administrator under extraordinary circumstances will be unexcused.

TRUANCY

A truant is defined as any student who is absent from school without valid cause for a school day or portion of a school day. Students who are truant may face consequences ranging from detention to external suspension.

Beckemeyer School is governed by the truancy ordinance adopted by Montgomery County. The object of this ordinance is to reduce absenteeism

in students from ages 7 through 17. Students must have valid cause for absences from school.

The following fines may be assessed by the truancy officer:

1. 1st offense \$25 fine
2. 2nd offense \$50 fine
3. 3rd offense \$100 fine

SIGN IN/SIGN OUT

Any time a student comes to school after the start of the school, the student should report to the office to receive an admit to class.

No child will be permitted to leave school unless he/she has the parent's written permission. Students must be signed out in the office by a parent or a designee. Parents are asked to go to the office when they want to pick up a child

Grading & Promotion

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

Fines, Fees, and Charges; Waiver of Student Fees¹

The school establishes fees and charges to fund certain school 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 at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

BUS TRANSPORTATION

ELIGIBILITY FOR SCHOOL BUS TRANSPORTATION

Students who live one and one-half miles or more from their attendance site will be eligible to ride school-operated buses. Students within one and one-half miles of their attendance site may be eligible to ride the school bus if extreme hazards exist. Students with disabilities may also be eligible to ride school operated buses and/or vans if specified by the student's IEP.

SCHOOL BUS CONDUCT

The safety of the students depends upon the cooperation of everyone concerned. It is imperative that pupils ride the bus to and from school without incident. The driver is expected to give every consideration to the safety of the

students on his/her bus. The driver cannot do this properly if he/she must constantly discipline students or find it necessary to remind them of their responsibilities. The following are rules which all students are expected to know and obey. The bus driver may assign seats and establish additional rules consistent with Board of Education policies. Please keep it in mind that the privilege to ride may be taken away if the rider is out of harmony with the rules.

1. Be on time at the designated school bus stop; help keep the bus on schedule.
2. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings, or aisles. No loose items should be affixed to back packs.
3. While at the bus stop observe safety and courtesy rules. Stay away from the street while waiting for the bus. Do not throw any object in the bus area. Do not move toward the bus until it has been brought to a complete stop and the driver signals. Walk when approaching the bus.
4. At pickup and discharge points where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the shoulder of the highway; do not attempt to cross until a signal is given by the driver to cross.
5. Enter the bus in single file without pushing. Always use the handrail when boarding the bus. Take a seat right away and remain seated facing forward at all times while the bus is in motion.
6. Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out of the bus windows.
7. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and could cause a serious accident. SAFETY FIRST!
8. Assist in keeping the bus safe and sanitary at all times. Leave no books, lunches, or other articles on the bus. Please keep all personal belongings out of the aisles and away from emergency exits. If an item is too large to be safe, it may not be allowed on the bus.

9. Treat bus equipment as you would valuable furniture in your home. Never tamper with the bus or any of its equipment. Do not get on the bus with mud or snow on your shoes or clothing. Any vandalism will be at the expense of the student.
10. Observe the same rules and regulations on the bus as you would in the classroom. Be courteous to fellow students and the bus driver. Profanity, profane gestures, and verbal abuse will not be tolerated.
11. Be absolutely quiet when approaching a railroad crossing.
12. In case of a road emergency, remain in the bus until the driver gives instructions. Be alert to signals from the driver.
13. No eating, drinking, tobacco, or illegal drugs are allowed on the bus. No weapons or animals are allowed on the bus.
14. Do not ask the driver to stop at places other than the regular bus stop; he is not permitted to do this except by proper authorization from a school official. Parent notes must be approved by a school official.
15. No radios, CD/tape players, or electronic games are allowed to be operated by students on the bus.

BUS DISCIPLINE

Gross disobedience or misconduct providing grounds for suspension from riding the school bus includes:

1. Prohibited student conduct as defined in the Student Discipline policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of the bus driver's or other supervisor's directives.
6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

First offense will generally result in a warning by the school bus driver.

Second conduct offense may result in a written referral from the driver to the building principal.

The principal will discuss the situation with the student. The parent will be informed by the principal that another infraction of the rules could result in a suspension of bus privileges.

Third rule infraction may result in a suspension of bus privileges for one, two, or three days depending on the severity of the problem. The parents and child must discuss the problem with the school principal before riding privileges will be restored. The next infraction of the rules may result in possible suspension of all bus riding privileges.

Any behavior deemed to be extremely dangerous or which jeopardizes the safety of the bus could result in immediate suspension of bus riding privileges.

TEMPORARY/PERMANENT CHANGE IN TRANSPORTATION

If your child normally rides the bus, but will be picked up, let us know with a telephone call prior to 2:30 p.m. or a note. If your child needs to be dropped off/picked up at a different location, please notify the school office or the transportation office in writing. Any temporary changes in drop off sites, must be approved by the building principal.

If your child is ill and will not be attending school, or the child will be transported by a parent to school, please call the school office or the bus garage as soon as possible.

IRREGULAR BUS ROUTES

Occasionally, conditions such as severe drifting snow or ice on roads may exist within the district that would prohibit all the buses from completing a regular route. Should this happen, drivers will be instructed to by-pass any road or roads that appear impassable. This announcement will be made over WSMI Radio Station. On occasion, conditions may prevail which would make it advantageous for the buses to run an hour later; this information will be broadcast also. If weather conditions cause concern, please listen to the radio for information about school closings.

USE OF VIDEO CAMERAS

Video cameras may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students and employees. The contents of the videotapes are student records and are subject to District policy and procedure concerning school students' records. Only those people with a legitimate educational or administrative purpose may view the videotapes.

PARKING/CROSSWALK INFORMATION

Beckemeyer School

There are two main crosswalks for the children to enter and leave the school site. The Fairground Avenue crosswalk will be for children who live north and east of the school. Pupils crossing here will be assisted by an adult. The Seymour Avenue crosswalk (across from Montgomery Street) will be for children who live west of the school. The children using this crosswalk will be assisted by a 5th grade patrol member. We ask that you encourage the children to obey the patrols at the crosswalks. Parents who pick up their children may do so by utilizing the Seymour side of the school. Please do NOT park or pull into the circle drive until the buses have left. The circle drive and parking on the Fairground side is for school personnel only. **Vehicles are NOT to park on the circle drive between hours of 7:30 a.m. and 8:30 a.m. Vehicles should not double park in the driveway at any time.**

Coffeen School

There are two south school entrances and sidewalks exiting to the street. Please do not block these sidewalks at any time.

Cars should never be left unattended in the swing around drive due to bus traffic.

STUDENT HEALTH

VISION SCREENING NOTIFICATION

Vision and hearing screening will be done, as mandated by the Department of Public Health yearly. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school.

PHYSICAL EXAMINATIONS AND IMMUNIZATIONS

A student's parent(s)/guardian(s) shall present proof that the student was examined by a licensed physician and received the immunizations against, and screenings for, preventable communicable diseases, as required by the Department of Health rules:

1. within one year before entering kindergarten or the first grade;
2. upon entering the sixth and ninth grades; and
3. whenever a student first enrolls in a District school, regardless of the student's grade.

The state of Illinois has mandated dental exams for all students in kindergarten, second, and sixth grades. The examination report must be submitted to the school by May 15th of that school year. Dental forms may be obtained from your child's school.

Failure to comply with the above requirements by the first day of school of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. All new students who are first-time registrants shall have 30 days following registration to comply with the health examination and immunization regulations.

Parent(s)/guardian(s) of children between the ages of 6 months and 6 years must provide a

statement from a physician that their child was “risk-assessed” or screened for lead poisoning in accordance with State law.

A student may be exempted from this policy’s requirements on religious or medical grounds if the student’s parent(s)/guardian(s) present to the Superintendent a signed statement explaining the objection. A student may be exempted from the health examination or immunizations on medical grounds if a physician provides written verification.

MEDICATION

The Board of Education recognizes that the administration of medication to students during the school day is necessary in some instances to enable students to attend school during the normal school hours or is medically necessary to address the health needs of the student.

The Board of Education hereby states its intention to comply with the laws of Illinois concerning the administration of student’s medication and treatment of student medical emergencies.

No student may possess or consume any prescription or non-prescription medication on school grounds other than as provided for in school policy and procedures. All student medication shall be checked in with the school nurse or designee during the school year. All student medication should be in its original container or prescription bottle with the student’s name, doctor’s name, contents, and dosage clearly marked as appropriate.

No school personnel shall administer to any student nor 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. This form shall be completed by the student’s parent/guardian and physician and shall be on file at the attendance center prior to the dispensation of any medication to a student. The form shall specify the times at which the medication must be dispensed and the appropriate dosage.

A copy of student medication administration policy and necessary forms are available from the school office.

STUDENT ILLNESS

The following guidelines can act as a guide in determining whether or not a student should stay home or go to school. This is not intended as medical advice. Use your common sense and this information as a guide until your doctor can be contacted.

- No child with a fever should be sent to school.
- When a child has had a fever, do not allow the child to return to school until he has been free of fever for 24 hours.
- Any child with a fever of 100 degrees or higher should not be sent to school and will be sent home.
- A child with a “heavy” cold and a hacking cough should be kept home even though he/she may not have a fever.
- If a child complains of sore throat and/or has white spots on the back of the throat, keep him home and call your doctor.
- If vomiting occurs, keep your child home until he can keep his food down and is eating normally again.
- A child with diarrhea should be kept at home.
- Do not send your child to school with a rash until your doctor has said that it is safe to do so. A rash or itching may be the first sign of illness.

SEVERE WEATHER PROCEDURES

In the event that severe weather or other circumstances necessitate the cancellation or early dismissal of school, an announcement will be made on WSMI Radio Station, 106.1 FM. In the event of school cancellation, this information will be broadcast from 6:30 a.m. until school time. If adverse weather conditions are forecast, school cancellations may be broadcast the evening before. An Alert Now message will be sent to the primary phone number listed on each

student's enrollment form announcing any cancellation or unplanned early dismissal.

In the event of early dismissal, parents are asked to make arrangements for the supervision of their children if there is no one at home to care for them. Please be alert for this happening and tune in to the radio station should severe weather develop. If in doubt, call your child's school or the unit office.

HEAD LICE/NIT POLICY

The spirit of the No Lice/No Nit policy is clearly not punitive, but rather beneficial to the entire community. It encourages explanation and therefore, understanding of pediculosis. It promotes greater accountability on the part of parents and, thus, simplifies the administrative task of health professionals. Students will be excluded from school for having head lice or nits. No student excluded from school for having head lice or nits will be readmitted to school until the following conditions have been met:

1. Treatment with head lice shampoo.
2. All nits removed or "nit free". This will need to be verified either by the school nurse or designee at the time of re-entry.

Until a student is found nit free, they will not be allowed to ride the school bus.

DRESS CODE

Students are generally expected to go outside during recess and PE periods and should be dressed appropriately. Students are asked to dress appropriately for the season. For example, sleeveless shirts and shorts in the middle of winter are discouraged. Students are also asked to dress modestly and in good taste. Clothing that advertises drugs, alcohol or tobacco, has suggestive or obscene materials written or displayed may not be worn. Vulgar, obscene or violent messages on clothing will be treated as vulgar/obscene language or expression.

Faculty and staff reserve the right to determine what type of dress is appropriate for their classroom with regards to safety including but

not limited to clothing, hair length, piercings, etc.

DISCIPLINE POLICY

Students are under the jurisdiction of school personnel at all activities conducted as part of the school program. They may include events outside of the school grounds or beyond the regular school day. Students are also under the jurisdiction of the school as they travel to and from school.

When infractions of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his or her parents, and other support personnel to help the student correct his or her behavior.

A teacher may remove a pupil from class when the seriousness or persistence of disruptive conduct, in the opinion of the teacher, disrupts the educational process of other students in the classroom or if the student has been disrespectful or defiant to the teacher. The teacher will report immediately to the principal or his/her designee the circumstances leading to the student's removal from the class.

All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. When determining the response for a specific break in discipline, school personnel will consider the nature of the act, the student's previous school history, his or her age and maturation, any mitigating circumstances and the effect of his or her actions on the school community. Disciplinary responses may include, but are not limited to, those that follow:

- Removal from class
- Loss of recess
- After School Detention
- Rote writing
- Supervised Study
- Restitution
- Restoration
- Internal Suspension
- External Suspension
- Expulsion

Students who exhibit gross disobedience or gross misbehavior may be subject to discipline as permitted by the Illinois School Code and the Hillsboro Community Unit School District #3 Board policies. Gross disobedience and gross misconduct are interpreted to mean any conduct, behavior, or activity that may cause injury or interfere with the rights of other students or school personnel.

When a student commits an act of gross disobedience or misconduct as defined by the School Board, the student's rights to an education may be temporarily withheld. This action may include internal suspension, external suspension, or expulsion.

Possession, use or distribution of a dangerous weapon constitutes misconduct and gross disobedience and may result in either suspension or expulsion, according to policy instituted by the school board.

Conferences for the purpose of discussing student discipline may be scheduled by the administration and may include the student, parent, teachers, and/or any other person deemed necessary by the administration. The conferences will be scheduled by the administration and may be held anytime between 8:00 a.m. and 4:00 p.m.

All disciplinary actions are determined without regard to race, religion, sex or ethnic origin of the student. Behavioral interventions to be used with students with disabilities will be established, developed, implemented and monitored by the District.

EXPULSION

Any student expelled will not be eligible for alternative services during the length of the expulsion.

VANDALISM

The Hillsboro School District has a policy regarding acts of vandalism of school property or the property of school employees. Acts of vandalism by students could result in the expulsion or suspension of such students from

the school. Any information regarding acts of vandalism will be forwarded to the State's Attorney for prosecution.

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.

No person shall 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 a teacher, parent, or building administrator. 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.

CAFETERIA POLICY

SCHOOL LUNCH PROGRAM

A monthly calendar listing daily meals will be sent home with your child before the beginning of each month. Each day there will be a main menu entrée and an alternate. The teacher will take a lunch count prior to the beginning of class each day. Students will not be allowed to change menu selections after they are sent to the cafeteria.

Lunch credit must be purchased before school. Lunch money and milk money may be paid for together. Lunches may be purchased on a daily basis. We request that lunch money be paid by check in the proper amount to Hillsboro Community Unit School District #3. Students who purchase credit and must be absent may use the credit upon their return.

Additional milk may be purchased when the student goes through the lunch line. Students who bring a sack lunch may buy milk by going through the lunch line.

No student will be refused a school lunch. However, the school reserves the right to determine the menu selection for students who have not paid and are purchasing the lunch "on credit."

FREE/REDUCED LUNCH PROGRAM

Families may apply for the free or reduced lunch program. Eligibility will be determined according to criteria established by the federal government. Once application is made, the district office will notify parents and the attendance center whether or not a family is eligible for free/reduced lunch. Application must be made annually by the end of September.

BREAKFAST PROGRAM

The cafeteria begins serving breakfast at 7:45 a.m. The breakfast menu will be listed on the reverse side of the lunch menu. Breakfasts are to be paid for as the student goes through the line. Students who are eligible for the free/reduced lunch program are also eligible for free/reduced breakfast.

The cafeteria will stop serving breakfast at 8:10 a.m. except for those students who ride a bus. Bus students will be given an opportunity to have a school breakfast before being considered tardy for class.

CAFETERIA REGULATIONS

Nutritional guidelines established by the federal government for all students participating in the school lunch program require that all students be served milk unless a health condition prohibits the consumption of milk. Orange drink will be provided to any student who presents a doctor's statement that he/she is unable to drink milk.

Because of federal regulations regarding nutrition, soda is also prohibited at lunch in the cafeteria. Students who bring their lunches are asked to bring fruit juice, punch, or water.

LUNCH AT HOME

Except at Coffeen, students living within close proximity of school will be permitted to go home for lunch. A parent/guardian should send a note to the classroom teacher at the beginning of the school year stating that his/her child will be going home for lunch every day. **The student who goes home for lunch will need to**

sign out in the office before leaving the building and sign back in when returning to school.

If a student goes home for lunch, that student is **not** to return to the playground until the lunch recess period begins for his/her class.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

INTERNET ACCESS POLICY

The Hillsboro Community School District and Beckemeyer School are pleased to offer its students supervised access to the Internet. The Internet is an electronic highway connecting computer users all over the world.

What Computers and the Information Superhighway **CAN DO**:

- They can help children learn skills using information resources and technology such as problem-solving, fact-gathering, analysis, and writing on computers – skills that employers will seek from future workers.
- They can open up new worlds of rich learning experiences to children through schools, libraries, and home.

- Children can work on a school project with other children in countries thousands of miles away or gather information from and try out their own ideas with renowned scientists, authors, or business leaders.
- They can provide children with opportunities to visit museums, cities, and wildlife preserves online.

Families should be aware that some material accessible via the Internet might contain items that are offensive to some people. In addition, it is possible to purchase certain goods and services with credit cards via the Internet, which could result in unwanted financial obligations for which a student's parent or guardian would be liable. While the District's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even with the technical methods or systems we use to regulate student's Internet access, these methods do not guarantee compliance with the District's acceptable use policy. The System Administrator will be responsible for the effective and secure management of the Internet computer by utilizing NOVELL BORDER MANAGER safety software as part of the safety strategies that notwithstanding, the district believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minor children are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Code of Behavior – All students are to Abide by the Following Etiquette Rule of Internet Usage:

- Students will not give out personal information such as their address, telephone number, parents' work address/telephone number, or the name and location of their school.
- The deliberate searching, accessing, processing or printing of inappropriate or obscene material is prohibited.
- Students will not print information without the approval of a teacher or other responsible adult.
- Students will be made aware of the copyright issue and the need to acknowledge sources of information.

- Students will inform the teacher when inappropriate information is inadvertently accessed;
- This school will not provide identifying data, such as full name, address or other information that describes the personal situation or location of students.
- Teachers might show student's work on the Internet using the student's first name only.
- Chat sessions are not considered education research.
- Hardware and software should not be destroyed, modified or abused in any way.

If students are deemed by the System Administrator or any of the staff to have violated any of the conditions of use, their rights will be withdrawn and disciplinary action may be taken. The District reserves the right to modify the Acceptable Use Policy any time. It is the responsibility of the user to check for policy changes. An online version will be made available to all users on the District's Home Page (www.hillsboroschools.net).

A signed receipt of the Student Handbook indicates acceptance of the District's Internet Access Policy.

USE OF STUDENT IMAGES ON THE INTERNET

The Hillsboro Community School District has the right to publish photos of its students on the Internet. Students will either not be identified or identified by no more than first name and last initial only. Any request to deny the District's right to publish student photos must be done in writing by the appropriate parent or guardian.

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.

STUDENT RECORD POLICY

School student records are confidential and information from them shall not be released other than as provided by law. State and federal laws grant students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parent(s)/guardian(s) shall have the right to object to the release of information regarding their child.

STUDENT WITHDRAWAL

If during the course of the year, it becomes necessary for your family to move to another area or city, we request that the parent contact the school office so that arrangements can be made to transfer records, refund lunch or book money, etc.

Parents who move from this district are reminded that temporary records are maintained at the Unit Office, 1311 Vandalia Road, Hillsboro, for a period of five years, as outlined in Board of Education policy. After high school graduation, these records are kept for a period of not less than 60 years. Those wishing to review these records should contact the District's Superintendent's office.

INTERIM REPORTS

Students who are not doing well in their schoolwork during a nine-week period will receive an interim report. This report will be sent home to parents midway through each grading period. Upon receipt of this report, we suggest that parents contact their child's teacher to see what can be done to improve the grade and/or work their child is doing.

PUPIL PROGRESS REPORTS

Pupil progress reports will be prepared for every student at the end of each quarter. At the end of the first, second, and third quarters, pupil progress reports will be sent home with students. Parents are asked to return the receipt at the bottom of the progress report to indicate that it has been received. At the end of the year, pupil progress reports will be mailed to all parents.

PARENT CORRESPONDENCE

All correspondence, grade cards, notices or reports regarding a pupil are sent to the custodial parent of record in our school files. A non-custodial parent may request, in writing, such reports as listed above in the case of any child whose parents are divorced, in the absence of any court order to the contrary as mandated by the Illinois School Code.

The non-custodial parent will be required to furnish self-addressed, stamped envelopes to the office for all correspondence requested.

PARENTS RIGHT TO KNOW

The NO CHILD LEFT BEHIND ACT of 2002 requires school districts to let parents know that you may ask for information about the professional qualifications of any teacher instructing your child. Information available includes the following.

- Whether or not your child's teacher has met state certification requirements.
- Whether or not your child's teacher is teaching under emergency or provisional status.
- The bachelor's degree major of your child's teacher, any other certification or degrees held by the teacher, and the subject areas of the certification or degrees.
- Whether your child is provided services by teacher aides/paraprofessionals and, if so, their qualifications.

Our School District is dedicated to meeting the educational needs of all students and is working to ensure that every child receives the best

possible education. If you have any questions or need additional information, please feel free to contact the Hillsboro School District Unit Office at 217-532-2942

Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

Standardized Testing

Students and parents/guardians should be aware that students in grades 3, 4, and 5 will take standardized tests in March. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests.

Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

- (1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
- (2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Mandated Reporters

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

MISCELLANEOUS INFORMATION

BIRTH CERTIFICATE

According to the Illinois School Code, all newly enrolled students must furnish a Certified Birth Certificate or other reliable proof of identity and age. School personnel will make a copy of the birth certificate after verifying the county seal.

ENROLLMENT FORMS

Enrollment forms are to be completed at registration each year for new and returning students. Parents will be asked to provide emergency information that tells whom to contact and how in case your child is involved in an emergency situation and you are not available. If you do not have a telephone, please list a number of a neighbor or relative who can make contact with you. The action the school takes if your child is involved in an emergency is dependent upon the information given on the data form.

If your address, phone number, emergency contact, etc. should change, please call the school office and make us aware of the changes

AGENDA BOOKS

Agenda books are provided for each student at an initial fee of \$7. This amount is included in school fees paid at the time of registration. **If an agenda book is lost, it must be replaced within three (3) days with a replacement fee of \$7.**

AFTER HOUR PLAYGROUND USE

Students are to leave the playground area immediately after school is dismissed unless supervised by a parent or other adult caregiver. Students should not return to the school grounds until after 4:00 p.m. Students will not have access to the building after school hours to use the restrooms and telephones.

BICYCLE USE

Students may wish to ride their bicycles to school. Students are asked to **walk** the bike once they reach the sidewalks surrounding the school and on school property. Bikes should be parked in the bike rack.

CLASSROOM TREATS

Snacks may be provided by parents for classroom parties. If a parent wishes to furnish classroom treats, they are asked to check with the child's teacher in advance. We prefer that these treats be made available during the last 15 minutes of the school day.

Parents are encouraged to bring in healthy snacks. **In the interest of health and safety, all treats must be store bought and not homemade.**

LIBRARY/MEDIA CENTER

The Library/Media Center is intended primarily for supplementing classroom work. The librarian/library enrichment teacher will present related instruction as well as assist teachers and students with research and curriculum projects.

All classes will have a scheduled time to use the Media Center for the purpose of checking out books and materials.

When a scheduled class is in the Media Center, individuals or small groups must work independently.

The Library/Media Center will open approximately three days after the start of school, and scheduled class visits will start as soon as a schedule is arranged. The center will close one full week before the last pupil attendance day to facilitate the collection of all books and fines before school closes.

Checking Out Library Materials

- Books are checked out for one week.
- Library books may be renewed if no one is waiting for the item. The book will need to be brought to the media center for renewal.
- Students are responsible for any library materials they check out. Students are expected to pay overdue and damage fines or for the replacement of lost books.
- Students will check out materials where the library automation system is installed using a bar code number on file in the Media Center.
- Library materials must be returned on or before the due date.
- Fines will be charged for overdue materials. A prorated replacement price will be charged for lost or damaged materials.
- Back issues of magazines may be checked out for one week.

Checking out library materials is a privilege. This privilege may temporarily be suspended when materials are damaged or not returned or when a student violates library rules.

PERSONAL PROPERTY

Students are discouraged from bringing personal items of sentimental or monetary value to school. Toys, CD's, collector items, etc. should be left at home. The school cannot guarantee the safety of personal property at school.

Lost and Found

Parents should label all items of clothing, notebooks, hats, backpacks, lunch boxes, etc. All articles that are found should be brought to the office. Students or parents should check the "Lost and Found" box for items that have been lost. If it is identified with the student's name and room number, the item can easily be

returned. Items not claimed within a reasonable period will be discarded or placed in the Goodwill box.

CELL PHONES/PAGERS & OTHER ELECTRONIC DEVICES

Cell phones, pagers, and other electronic devices (iPods, mp3 players, etc.) are not to be brought to school. If a student breaks this rule the following consequences will occur:

1. First violation will result in the student picking up their electronic device after school in the office.
2. Second offense will result in the parent picking up the electronic device after school in the office.
3. Subsequent offenses will be dealt with as defiance.

PHYSICAL EDUCATION/RECESS

All students will be provided with regular physical education classes and recess during the school week. We request that each child dress properly for class as PE or recess may be held out of doors.

If a student complains of illness, they may be held out from PE or recess. If a parent wishes a child held out of PE or recess because of medical concerns, they must send a written note with the student. For periods longer than three days, a doctor's note may be required.

SUPERVISED STUDY

Supervised Study is conducted during each morning or afternoon recess. Supervised Study is held in a designated classroom and is supervised by faculty or staff. The purpose is to provide a supervised study environment for children who have not completed homework, who are being punished for misconduct, or who cannot go outside for health reasons.

Parents may be contacted by telephone or letter if children are repeatedly in supervised study for reasons of incomplete homework or misconduct.

TELEPHONE

The telephones in the classrooms and the school office are for business or emergency use and are to be used only with the permission of a teacher, secretary or principal.

VIDEOTAPE & PHOTOGRAPHS

Photographs taken by the school may be published in newspapers, yearbooks, and/or brochures. Videotapes may be shown on local access television.

ASBESTOS NOTIFICATION

In accordance with the Asbestos Hazard Emergency Response Act (AHERA) and Illinois Department of Public Health (IDPH) regulations, this notification is to inform the public that an asbestos management plan has been developed for Hillsboro Community School District No. 3. This management plan contains current information regarding inspections, response actions, and post-response actions concerning asbestos containing material within school district buildings. This plan also contains information in regards to the location of asbestos materials within school district buildings. The district's management plan is available during normal working hours for review at the District's Administrative Office located at 1311 Vandalia Road in Hillsboro, Illinois.

STUDENT AGENDA AND HANDBOOKS

These agenda books are provided for each student at an initial fee of \$7 for students in grades one through five and \$2 for kindergarten students. This fee is included in the school fees that are collected at the beginning of the school year. **If an agenda book is lost, it must be replaced within three (3) days with a replacement fee of \$7.**

The parent/student handbook at the beginning of this agenda book is provided to students and their parent(s)/guardian(s) to acquaint them with the rules, regulations, procedures, and other relevant information necessary for the orderly functioning of the school.

Please sign the disclaimer below and return it to the school office.

I have read and understand the information in the student handbook included at the front of this agenda book. I have read and reviewed this information with my child and he/she understands his rights and responsibilities.

Date _____

Student Name _____
(Please print)

Parent/Guardian Signature _____

Hillsboro Community Unit School District #3 2010-2011 School Calendar

August 16, 2010	Beginning of School - Teachers Workshop
August 17, 2010	First Day of Student Attendance-Teacher Inservice-Early Dismissal-11:25 a.m.
August 18, 2010	Old Settlers Celebration – Early Dismissal – 2:05 p.m.
August 19-20, 2010	Old Settlers Celebration – No School
August 23, 2010	First Full Day of Student Attendance
September 6, 2010	Labor Day - No School
October 6, 2010	Early Dismissal 2:05 p.m. Parent/Teacher Conference 4-7:30 p.m.
October 7, 2010	Early Dismissal 2:05 p.m. Parent/Teacher Conference 4-7:30 p.m.
October 8, 2010	No School due to Parent/Teacher Conference
October 11, 2010	Columbus Day - No School
October 20, 2010	End First Quarter
October 29, 2010	School Improvement Planning - Early Dismissal - 11:25 a.m.
November 11, 2010	Veterans Day – No School
November 24, 2010	Thanksgiving Vacation Begins - Early Dismissal - 2:05 p.m.
November 29, 2010	School Resumes
December 21, 2010	Christmas Vacation Begins – School Improvement Planning – Early Dismissal - 11:25
January 3, 2011	Teachers Workshop – No School
January 4, 2011	School Resumes
January 17, 2011	M. L. King's Birthday - No School
February 11, 2011	School Improvement Planning – Early Dismissal – 11:25
February 21, 2011	President's Day - No School
March 7, 2011	Casmir Pulaski Day - Student Attendance Day
March 11, 2011	School Improvement Planning-Early Dismissal – 11:25
March 25, 2011	Teacher’s Institute – No School
April 8, 2011	School Improvement Planning - Early Dismissal - 11:25
April 20, 2011	Spring Vacation Begins – Early Dismissal – 2:05
April 26, 2011	School Resumes
May 26, 2011	Last Day Student Attendance Early Dismissal - 11:25
May 27, 2011	Teacher’s Workshop – End School Year

**Use of snow days to determine actual closing date of school. Calendar to be revised by Board of Education