



**Beckemeyer Elementary School**  
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*The Hillsboro Community School District fosters a student-centered culture with high expectations for each student to reach his or her full potential.*

## **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**

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

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

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

## **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. The office is unable to release addresses and phone numbers of students.

## **Using a Photograph or Videotape of a Student**

### Pictures of Unnamed Students

Students may occasionally appear in photographs and video recordings taken by school staff members, other students, or other individuals authorized by the Building Principal. The school may use these pictures, without identifying the student, in various publications, including the school yearbook, school newspaper, and school website. No consent or notice is needed or will be given before the school uses pictures of unnamed students taken while they are at school or a school-related activity.

### Pictures of Named Students

Sometimes the school may want to identify a student in a school picture. For example, school officials want to acknowledge those students who participate in a school activity or deserve special recognition.

### Pictures of Students Taken By Non-School Agencies

While the school limits access to school buildings by outside photographers, it has no control over news media or other entities that may publish a picture of a named or unnamed student. School staff members will not, however, identify a student for an outside photographer.

**A parent/guardian may revoke this consent at any time by notifying the Building Principal in writing.**

## **STUDENT ATTENDANCE**

### **SCHOOL HOURS**

School will begin at 8:15 a.m. The final dismissal will be at approximately 3:00 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, Parent Square, 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. A parent/guardian must accompany the student to the office to explain the reason for tardiness. Otherwise, the student will be given an unexcused tardy slip. Unexcused tardies may be subject to disciplinary action.

## **ATTENDANCE**

Illinois law requires that whoever has custody or control of any child between six (by September 1<sup>st</sup>) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

### **Home and Hospital Instruction**

A student who is absent from school, or whose physician, physician's assistant, or licensed advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital. If you need more information on home or hospital instruction contact the school principal.

## **STUDENT ABSENCES**

There are two types of absences: excused and unexcused. Excused absences include: illness (including mental or behavioral health of student), observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. A student will be excused for up to five days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal. A student and the student's parents/guardians are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

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

In the event of any absence, the student's parent or guardian is required to call the school office before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:00 a.m. on the day of a student's absence, a school official will inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Students shall be permitted NO MORE THAN TEN (10) EXCUSED ABSENCES PER YEAR BASED UPON PARENTAL CONFIRMATION FOR THE REASONS OF THE ABSENCE. After the student has been excused (10) times during the school year, a written doctor's excuse will be required for any additional absences. After the ten (10) excused absences, the school office will notify the parent/guardian by mail. Other excused absences will be limited to death in the family, a family emergency requiring the absence of the student or other reasons determined by the administration to have necessitated an absence. The reasons for such absences must be verified by the parent/guardian. If a student has a doctor or dental appointment, they should bring a card from their appointment and turn it in to the office. If a student absence is verified by a doctor's excuse before the student has reached the limit of ten (10) days of excused absences, that absence will not count toward the ten (10) days permitted by this section. ANY

NOTE TO EXCUSE AN ABSENCE BY A DOCTOR MUST BE TURNED IN WITHIN 5 SCHOOL DAYS OF THE ABSENCE. If a student is absent 3 consecutive days, a doctor's excuse is required.

Students that have been referred to the Regional Office of Education for truancy services will not be allowed the 10 parent verifiable absences. These students will be required to have a doctor's statement to validate the absence for the remainder of the school year or until the student is off the truancy/RAP list.

## **TRUANCY**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

## **SIGN IN/SIGN OUT**

Any time a student comes to school after the start of the school day 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 proficiency ratings 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. If a student's absence is **excused** or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are **unexcused** from school will not be allowed to make up missed work.

## **Fines, Fees, and Charges; Waiver of Student Fees**

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).

## **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. The school district will seek restitution from students and their parents/guardians for vandalism or other students acts that cause damage to school property.

## **BUS TRANSPORTATION**

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

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

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

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school. In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

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

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

## **BUS DISCIPLINE**

Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district 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 a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

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**

Parents of students who normally ride the bus must designate one primary and **no more than one** alternate bus stop (AM/PM). Students who do not normally ride the bus may designate one bus stop to be used as needed (AM/PM) along an established route as long as there is room on the bus. **A form handed out at registration must be completed and on file in the building office before students can utilize their alternate bus stop.** When utilizing the alternate P.M. bus stop, please notify the school's office one hour prior to dismissal. If utilizing the alternate A.M. bus stop, please notify the bus garage at 217-532-6012.

K-5 students who are unable to be dropped off at their primary or alternate bus stop due to parent/guardian's absence will be taken to the After School for Kids program at Beckemeyer where the parent/guardian will have to pick them up and be charged \$6. If this occurs 3 times during a school year, bus privileges may be suspended for the remainder of the year.

### **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.

## **Drop Off, Pick Up, and Crosswalk Information**

he Fairground Avenue crosswalk will be for students who live north and east of the school. Pupils crossing here will be assisted by an adult. We ask that you encourage students to obey the crossing guard at the crosswalk.

Parents who drop off or pick up their student **MUST** do so by utilizing the Seymour side of the school. If you choose to park in one of the parking lots inside the horseshoe drive, please walk your student to and from the building. There should be no unaccompanied students in the parking lots. If you park in one of the lots outside the horseshoe drive, unaccompanied students may walk to and from the building on the sidewalks.

If you choose to drop off or pick up your student in the horseshoe drive, you must load and unload all students from the passenger side of the vehicle once you have pulled up to the curb. Please pull as far around the drive as you can before stopping at the curb. Blue signs will mark the beginning and end of the drop off and pick up zones. Drivers should stay in their cars. Do not load or unload from the inside lane of the driveway. Do not pull into the drive until after the buses have left.

Vehicles are **NOT** to park in the circle drive between 7:30 a.m. and 8:30 a.m. and again from 2:45 p.m. to 3:15 p.m. Vehicles should not double park in the driveway at any time. If your student needs assistance loading or unloading, then please park in one of the lots.

**Cars should never be left unattended in the circle drive due to bus traffic.**

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.

## **STUDENT HEALTH**

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

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

1. Entering kindergarten or the first grade if the student did not attend kindergarten or have physical while attending kindergarten;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6, 7, 8 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required).

Students between the age of one and seven must provide a statement from a physician assuring that the student was “risk-assessed” or screened for lead poisoning.

Failure to comply with the above requirements by September 15<sup>th</sup> of the current school year will result in the student’s exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register at any time during the school year have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization, the student must present an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **Eye Examination**

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year.

### **Dental Examination**

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months.

### **Exemptions**

A student will be exempted from the above requirements for:

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

## **VISION SCREENING NOTIFICATION**

Vision and hearing screening may be administered to students. 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.

## **MEDICATION**

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

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

### **Self-Administration of Medication**

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

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

Students with epilepsy may possess and/or self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

### **Emergency Aid to Students**

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

## **Care of Students with Diabetes**

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

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.

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

For further information, please contact the Building Principal.

## **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.

## **Students with Food Allergies**

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the school nurse.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

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

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

## **Emergency Aid to Students**

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

## **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 School Board will adhere to rules and regulations of the State Board of Education and Department of Public Health relative to the control of head lice in the school district. This may include the exclusion of students with head lice in appropriate cases. Parents/guardians will be notified upon discovery of the problem and be provided information on the necessary treatment. But, failure of parents/guardians to remedy the problem may lead the district to enforce this policy of exclusion in order to protect other children. A child who is sent home with a head lice problem should be treated immediately and housekeeping procedures done as directed in the provided literature, and should return to school after one working day (for example: if a child is sent home on Wednesday, (s)he has Thursday to remedy the problem, and must be back at school Friday morning. If the child is sent home on Friday, (s)he has Monday to remedy the problem, and must be back in school on Tuesday morning). Truancy procedures may be started if more than one school day is missed for each incident of head lice is reported. If a student has 10 incidents with head lice, the Attendance Officer may file a Petition of Neglect against the parents (i.e., if head lice are found on Wednesday, this is considered the first incident, and (s)he returns on Friday but the problem is not corrected, (s)he being sent home again is considered the second incident). Our district has a NO NIT POLICY which means that a child must be clean of nits before being allowed to return to school.

## **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.

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. Faculty and staff reserve the right to determine what type of dress is appropriate for their classroom.

## **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:

- Notify Parent/Guardian
- Disciplinary Conference
- Loss of Privileges
- Removal from class
- Loss of recess
- After School Detention
- Rote writing
- Supervised Study
- Restitution
- Restoration
- Suspension of Bus Riding Services
- Internal Suspension
- External Suspension
- Expulsion

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

the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

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.

## **Bullying, Intimidation & (Sexual) Harassment**

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

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

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

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writings, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution of posting creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

**Complaint Managers:**

Zach Frailey, Principal  
Beckemeyer Elementary  
Phone: 217-532-6994  
[zfrailey@hillsboroschools.net](mailto:zfrailey@hillsboroschools.net)

Michelle Reeves, Assistant Principal  
Beckemeyer Elementary  
Phone: 217-532-6994  
[mreeves@hillsboroschools.net](mailto:mreeves@hillsboroschools.net)

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

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

### **Access to Student Social Networking Passwords & Websites**

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

### **Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited**

Discrimination and harassment on the basis of race, color, and national origin negatively affects a student's ability to learn. Providing an educational environment free from such discrimination and harassment is an important district and school goal. The district and school do not discriminate on the basis of race, color, or national origin in any of its educational programs or activities to comply with federal and state non-discrimination laws.

### **Prioritization of Urgency of Needs (PUNS)**

PUNS is a database that registers individuals who want or need Developmental Disability Waiver services (i.e. Community Integrated Living Arrangements, Home Based Supports, Child Group Homes) funded by the Illinois Department of Human Services/Division of Developmental Disabilities. As funding is available, individuals are selected from PUNS and invited to apply for DD Waiver services. <https://www.dhs.state.il.us/page.aspx?item=41131>

If you have a student with a developmental disability and would like assistance registering for the PUNS list please contact the following;

Brandy Buske PUNS Designee Prek-8th grade

[bbuske@hillsboroschools.net](mailto:bbuske@hillsboroschools.net)

217-532-6994

### **Discipline of Students with Disabilities**

#### **Behavioral Interventions**

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors.

#### **Discipline of Special Education Students**

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

## **Search and Seizure**

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

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

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

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

### Students

School authorities may search a student and/or the student’s personal effects in the student’s possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district’s student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student’s age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates the school’s disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student’s account or profile on a social networking website.

### Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district’s policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

### Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student’s parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student’s parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable

efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

## **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. 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. 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**

Students will be permitted to leave school for lunch. A parent/guardian should send a note to the classroom teacher on days the student will leave for lunch. **The student who leaves school 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.

### **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.

### **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.

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 use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

**First offense** – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.

**Second offense** – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.

**Third offense** – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.

**Fourth and subsequent offense** – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

## **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.

## **STUDENT RECORD POLICY**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings, including electronic recordings made on school busses that are created in part for law enforcement, security, or safety reasons or purposes; though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. The right to inspect and copy the student's education records within 10 school days of the day the District receives a request for access.
2. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

4. The right to a copy of any school student record proposed to be destroyed or deleted.
5. The right to prohibit the release of directory information.
6. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.
7. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.
8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

### **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. At the end of the year, pupil progress reports will be available on the student's Family Access account. Parents can access the account by logging into Family Access.

### **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 three through five will take standardized tests in late March or early April. 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. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

## **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.

#### **SAFETY DRILL PROCEDURES**

Safety drills will occur at times throughout the school year. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three evacuation drills, a minimum of one severe weather (shelter in place) drill, a minimum of one law enforcement lockdown drill to address a school shooting incident, and a minimum of one bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parents/guardians may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

#### **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 HOURS 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.

## BYCYCLE 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.

There will be no shared food allowed in any classroom that contains nuts or nut products. Any classroom that has a student with a diagnosed nut allergy on their roster will require all snacks to be nut free regardless of whether they are shared or not.

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 donated to a local charity.

## **CELL PHONES & OTHER ELECTRONIC DEVICES**

If a student must have an electronic device at school (phone, iPods, mp3 players, etc.) it must be turned off and kept in the student's backpack throughout the school day. The school and school district are not responsible for the loss, theft, or damage to any electronic device 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.

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

## **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.

## **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, 62049