

WEST PRAIRIE

ELEMENTARY

STUDENT, PARENT, & LEGAL GUARDIAN
HANDBOOK

EDUCATION IS EVERYONE'S FUTURE

KIDS FIRST

2010-2011

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Preamble

Welcome to West Prairie Elementary. This handbook is provided to acquaint you and your family with West Prairie's basic organization and operation. Both you and your parent or guardian are expected to read this handbook with care. It will serve as an important guide during your enrollment at the elementary. **Pay close attention to the sections on attendance, discipline, and extra curricular activities.** If you have any questions regarding this information, please contact your teachers or principal for an explanation.

Disclaimer

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules and code of conduct. Membership or participation in a school-sanctioned activity is a privilege and not a property right.

The school principal may establish other written rules and regulations not inconsistent with those established by the Board of Education and the Superintendent of Schools.

Jurisdiction

All handbook and school rules apply to all school-sponsored events on or off school grounds.

BUILDING SECURITY

The front door (east entrance) will be used for entering the building. All other doors will be secured.

The school welcomes adult members of the community who wish to visit school. Parents and visitors are required to gain permission of the principal/secretary, sign in and receive a Visitor's Pass **before** going anywhere in the building. Parents and visitors will be required to sign out as they exit the building.

If there is no one in the office, please wait.....

Due to a need to maintain the educational atmosphere, the Principal may at any time refuse visitors to the school.

SCHOOL YEAR

A school year consists of one hundred eighty-five days of school including certain days specified for teachers' institutes, in-service meetings, and holidays distributed over nine full calendar months as required by law.

SCHOOL CALENDAR

The school calendar is maintained in the Principal's Office. The calendar contains the official records of all meetings, practices, athletic events, social functions and other activities not included in the regular school schedule. All such events and activities must be cleared by the Principal and placed on the calendar.

EMERGENCY DISMISSAL

The decision not to hold school rests with the Superintendent. In the event that school should be called off due to bad weather, or any other emergency, the decision will be broadcast over radio station WKAI-FM (100.1), WJEQ (102.7), and WIUM (91.3), Macomb. There will also be a link to School Closing Information on the district website at <http://www.westprairie.org> and a Blackboard Connect notification will be sent.

EARLY DISMISSAL

When school is dismissed early, the students will be sent to the destination indicated on the early dismissal form. **The school needs to be notified by the parent of any changes.**

LEAVING SCHOOL PREMISES

Permission to leave the school premises must be obtained from the Principal or Principal's designee.

DESK

Each student is provided a desk or shelf in which to keep his/her belongings. The school is not responsible for any lost or stolen items. Students are cautioned not to bring large amounts of money or valuable personal property to school. If it is necessary for a large amount of money or valuables to be brought to school, deposit it in the office for safekeeping.

Students are to use the desk assigned and desks are school property. Desks and their contents are subject to unannounced searches at any time.

TELEPHONE

The office telephone is to be used for important business only. Students will not be called from classes to the phone except for emergencies. Messages will be delivered to students. Permission should be obtained before using the office telephone at all times. Students will not be allowed to call home for forgotten homework, instruments, sports related items and other personal items. They will be allowed to call for medical needs if approved by office staff. Long distance calls must be recorded on the log and the cost paid to the office secretary.

SCHOOL REGULATORY EQUIPMENT

Students and staff are to refrain from operating controls that govern heat, light, ventilation, and emergency equipment. This includes classroom thermostats, master switches and emergency controls. These are to be operated by custodians, maintenance, and Principal or Principal's designee only.

ARRIVAL AND DISMISSAL PROCEDURES

Arrival Procedures

Students are not to arrive on school grounds before 7:45 a.m. unless they are participating in the breakfast program. Students are not supervised before this time.

School begins at 8:10 a.m. On extremely cold days, do not send your child to school earlier than necessary.

Students at West Prairie North need to enter the building through the east side cafeteria door at the start of the school day. Go directly to the gym area and be seated in the appropriate area. Wait quietly until dismissed to breakfast or the classroom. Breakfast will be served from 7:30 - 8:05 a.m.

Students at West Prairie South may eat breakfast from 7:30 – 8:05 a.m. After eating, students will **wait** in the gymnasium until 7:55 a.m. when they are released to their classrooms.

Students are to remain seated and keep their hands to themselves. Everything should stay in book bags. Do not bring any toys or electronic devices. Students should not go to the restroom, office or classrooms without permission from the gym supervisor.

Possible consequences for not following morning procedures are:

1. 5 minutes time out in designated area
2. 10 minutes time out in library or office
3. Referral to principal

Dismissal Procedures

For scheduling and safety purposes, bus students will be dismissed first in each building. Once the busses have cleared, the remaining students will be dismissed. At West Prairie North, any person picking up a child/children should wait in the foyer between the main door and the library. At West Prairie South, students will be dismissed from the playground area. Any person picking up a child/children from West Prairie South should park behind the designated sign and wait outside the playground fence area.

PARENTS/VISITORS

Students who wish to have a visitor must ask permission from the Principal and classroom teacher at least 24 hours in advance. If approved, the students are required to bring the visitor to the office before going to class. Permits will not be issued to visitors at times their own school is in session. (In general, students are not encouraged to bring guests with them because it interferes with the normal operation of the program.) Due to a need to maintain the educational atmosphere, the principal may at any time refuse visitors to the school.

Parents should not expect to be allowed to visit on days when:

1. The regular/special education teacher is not in attendance
2. Testing is taking place within the classroom.

FIELD TRIPS

To supplement the curriculum, field trips may be taken periodically and will be adequately chaperoned by staff members and/or other adults. Chaperones may be needed to help supervise students and will be at the discretion and prior approval of the teacher and administration. A list of chaperone expectations will be provided to approved chaperones prior to the field trip. No siblings will be allowed on field trips. No smoking is allowed at school-sponsored events or on school properties/vehicles. No smoking is allowed throughout the entire field trip. Field trips are a privilege that students earn and may be withheld from a student for disciplinary reasons. Students and chaperones attending school-sponsored field trips, must ride the school provided transportation to and from their destination.

BIRTHDAY INVITATIONS

Students may only distribute birthday invitations at school if an invitation is given to each student in his/her class.

CLASS PARTIES

Various class parties are held throughout the year. Party chaperones will be at the discretion of the classroom teacher. Costumes for the Fall Harvest party should not include any kind of weapon (fake or real) or be scary in nature.

BOOK RENTAL AND SUPPLIES

A rental fee determined annually by the Board of Education is charged each student for the use of basic textbooks and supplies. Each student is responsible for all books and equipment issued him/her. If an item issued to a student is lost, stolen, or damaged, the student will be required to pay for the item on a pro-rated reimbursement based on the condition of the item when issued. Students withdrawing from school must return rented materials for inspection one day prior to withdrawal. Students withdrawing from school may obtain a refund based on a semester's use of rental materials.

FINES, FEES, AND CHARGES - WAIVER OF STUDENT FEES

The School Board may establish fees and charges to fund certain school activities. School fees may include, but are not limited to: required textbooks and instructional materials; charges and deposits for use of school property; charges for field trips; charges for uniforms or equipment; charges to participate in extracurricular activities; charges for supplies of particular classes; school record fees; library fines; and duplicate report card or lunch card fees. **There will be a \$25.00 charge for all checks which are returned to the school for insufficient funds.**

The Board recognizes that some students will be unable to pay these fees. However, students shall not be denied educational services or academic credit due to the inability or unwillingness of parents or guardians to pay fees and charges.

An application for fee waiver will be available from the building Principal and may be submitted by the parent/guardian for fees and charges outlined in Paragraph 1 above.

A student shall be eligible for a waiver of a fee when at least one of the following prerequisites are met:

- The student is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families with Dependent Children).
- The student is currently eligible for Free or Reduced Price Meals pursuant to Ill. Rev. Stat., ch. 122, para. 712.1 et seq.

- The student's family is currently eligible under the guidelines of family-size income levels prescribed annually by the Secretary of Agriculture.
- The student is declared homeless by the district's Homeless Liaison.

The parent/guardian shall submit written evidence of eligibility for waiver of the student's fee.

The parent(s)/guardian(s) will be notified within thirty (30) calendar days as to whether the fee waiver request has been granted or denied. A denied request shall state the reason for denial and give information regarding an appeal process, including timelines.

Denial of a fee waiver request may be appealed to the School Board by submitting the appeal in writing to the Superintendent or his designee within fourteen (14) calendar days of the denial. If appealed, the Board shall reconsider the decision to deny the fee waiver request within thirty (30) calendar days of the receipt of the parents' or guardians' request for an appeal, and will notify the parent(s)/guardian(s) in writing of its decision. The decision of the Board is final and binding.

Should the school district's fee waiver policy and/or procedures be amended or changed in any way, the parent(s) or guardian(s) of each student shall be notified in writing within thirty (30) calendar days following the adopted change.

Questions regarding the fee waiver request process should be addressed to the Verifying Official's Office.

LEG. REF.: Ill. Rev. Stat., ch. 122, para. 10-20.13.

ASSIGNMENT WHEN ENROLLING FULL-TIME IN A DISTRICT

Any parent seeking admission for his/her child to West Prairie Elementary should request the child's former school send grades and records as soon as practical by signing a Request for Transcripts form.

Grade placement by, and academic credits earned at, a public school will be based upon the records received from the transferring school. The Principal or Principal's designee may accept or reject the transferring school's recommendation.

Grade placement by, and academic credits earned at, a nonpublic school (including home schooling) will be accepted if the school has a Certificate of Nonpublic School Recognition from the Illinois State Board of Education, or if outside Illinois, if the school is accredited by the state agency governing education or the North Central Association.

For a student who enrolls in the district after receiving instruction in a nonpublic program other than one accredited by the Illinois State Board of Education or a state agency governing education, the following will apply:

If placement is an issue, a test designed for this purpose will be administered by the school psychologist or counselor. This assessment will be taken into consideration when determining grade level placement.

Special circumstances may be considered by the Superintendent and Board of Education.

STUDENT RECORDS

West Prairie Elementary collects and maintains records on each student in order to facilitate the instruction, guidance, and educational progress of each student. The records contain information about the student and his/her education and are categorized as either permanent or temporary records. The student permanent record consists of basic identifying information including: student's and parents' names and addresses; student's birth date, birthplace, and sex; academic transcript including grades; attendance record; and health record.

The student temporary record consists of all information not required to be in the student permanent record including: family background information; achievement test scores, scores on Illinois Standards Achievement Testing; reports of psychological evaluations including information obtained on intelligence, personality and academic information obtained through test administration, observation or interviews; multi-disciplinary staffings on which placement or non-placement was based and all records related to special education placement hearings and appeals; and other verified information of clear relevance to the education of the student.

Parents have the right to:

1. Inspect and copy any and all information contained in the student record. The said inspection is to be completed in the presence of the Custodian of Records or his/her designee.
2. Receive copies of any and all information contained in the student record.
3. Challenge the accuracy, relevance or propriety of any entry in the school student records, exclusive of academic grades of their child, by notifying the Principal or Records Custodian of an objection to specific information contained in the record.

Local, State, and Federal educational officials have access to student records for educational and administrative purposes without parental consent. Student records shall also be released without parental consent pursuant to a court order or subpoena or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or other persons. All other releases of information require an informal written consent of the parent or eligible student, eligible student being defined as one having attained the age of 18 or having been emancipated through marriage.

The following is designated as public or directory information and shall be released to the general public, unless the parent requests in writing that any or all such information not be released: student's name and address; grade level; birth date and birthplace; parents' names and

addresses; honors and awards; information on participation in school sponsored activities and athletics; and period of attendance in the school.

TESTING

Grades K- 2nd will take the Stanford 10 test in the spring. Grades 3 and 4 will take the Stanford 10 test in the fall as well as the state mandated ISAT test February 28 – March 11, 2011. AIMSWeb benchmark tests will be administered to Kindergarten – 4th grade students three times a year - September, January & May. No approval will be given for pre-arranged absences during ISAT testing.

LETTER GRADE SYSTEM

West Prairie CUSD #103
Grade Scale

A	-----	95-100
A-	-----	93-94
B+	-----	91-92
B	-----	88-90
B-	-----	85-87
C+	-----	83-84
C	-----	80-82
C-	-----	77-79
D+	-----	75-76
D	-----	72-74
D-	-----	70-71
F	-----	0-69
E	-----	Excellent
S	-----	Satisfactory
N	-----	Needs Improvement
I	-----	Improving
U	-----	Unsatisfactory

REPORT CARDS

Report cards are issued to students and/or parents at the close of each nine-week period. Cards will be distributed the week following the end of a nine-week period. Students who receive an incomplete on their report card must make up their work within two weeks or the incomplete work will become a "0". Parent-teacher conferences are held at the end of the first and third nine-week periods. Parents are always welcome and encouraged to come for additional conferences throughout the year. It is important that parents attend conferences.

At mid-term, Kindergarten – 4th grade parents/guardians will receive a mid-term progress report. The purpose of this report is to inform parents/guardians of the progress their student is making during the quarter. If, at this time, there is a concern, parents/guardians, teachers, and students can work together to help remedy the problem prior to the quarter report card. **Each progress report must be signed by a parent or guardian and sent back to school.**

PROMOTION REQUIREMENTS

Students in danger of not being promoted will be referred to the RtI (Response to Intervention) Team as early as the end of the first semester. This team will evaluate the progress of each student not demonstrating sufficient academic progress and determine the form of remedial assistance (interventions), including possible retention, needed. The West Prairie Elementary Retention/Promotion Rubric/Matrix may be used in addition to progress monitoring results of implemented interventions in determining a student's readiness for advancement.

ATTENDANCE

The Illinois School Code and District #103 policy require students from the date of their enrollment until their 17th birthday to attend school except for valid cause. Regular school attendance is one of the most important factors determining a student's success or failure in school.

Valid causes for absence from school are:

1. Verified personal illness
2. Observance of a religious holiday
3. Death in the immediate family
4. Family emergency

Students who miss more than eight (8) days per year may be required to present a doctor's note within 24 hours of the absence(s) in order to be excused. A letter will be sent to notify parents after the eighth excused absence.

Students in good standing (no failing grades) and who have good attendance (no unexcused absences) may be eligible for the following:

5. Deer Hunting - One time per year, **if** arranged in advance, students may be excused for deer hunting. In addition to making arrangements at least one (1) week in advance, students will need to present a deer permit and a note from

parent/guardian giving permission to go hunting. It will be the responsibility of the student to arrange for homework in advance. Homework must be completed upon return to school.

6. "Take Your Daughter/Son to Work Day" must be prearranged by sending a parent/guardian signed note to the teacher and Principal at least one week in advance. It will be the responsibility of the student to arrange for homework in advance.

To receive credit for a full day of school, students in Preschool/Pre-K, Kindergarten, and 1st grade must be in attendance for a minimum 240 minutes of classroom instruction each day. Student in 2nd – 4th grade must be in attendance for a minimum of 300 minutes of classroom instruction each day. Lunch period and recess(es) do not count.

To receive credit for a half day of school, students in Preschool/Pre-K, Kindergarten, and 1st grade must be in attendance for a minimum of 120 minutes of classroom instruction each day. Students in 2nd – 4th grade must be in attendance for a minimum of 150 minutes of classroom instruction each day. Lunch period and recess(es) do not count.

Students out of school for illness or an unexcused reason on an afternoon immediately preceding a Saturday activity are not to participate in any school activities on Saturday as well.

Written notification will be mailed to parents and the Truant Officer at the Regional Office of Education after the 5th and 10th unexcused absence. After the 10th unexcused absence, the Truant Officer will be contacted each day the student is absent.

PRE-ARRANGED ABSENCES

There are those occasions when it will be necessary for students to be absent from school for special reasons. Prearranged absences must be submitted to the **Principal or the Principal's designee** in writing for approval one (1) week prior to the planned absence. A Prearranged Absence form can be found at the back of this handbook or obtained from the Principal's Office. If approved, the Principal or Principal's designee will notify the teachers to prepare homework to be sent with the student. Homework will be due upon return from the absence. If homework is not turned in the day a student returns, the classroom policy on late assignments will be followed. Some work, such as tests, may need to be made up upon the return of the student. No approval will be given for pre-arranged absences during ISAT testing (February 28 – March 11, 2011) as set by the state of Illinois.

REPORTING ABSENCES

On the day of an absence, parents/guardians must call West Prairie North at (309) 456-3920 or West Prairie South at (309) 776-3790 to inform the school of the reason for the absence. Each day of the absence must be confirmed by the parent/guardian before the student returns to school. Additionally, the Principal's Office will call home to verify any absence that has not been called in by 10:00 a.m. **Failure to make contact will result in an unexcused absence.** If an

illness appears to be lengthy in nature, we request that you keep us informed so we can have assignments sent home.

When a parent/guardian does not have access to a telephone, the parent/guardian shall send a written excuse, signed by the parent/guardian to the Principal upon the student's return to school. The written excuse must state the date of the absence, time of school missed, and specific reason for the absence.

STUDENTS BECOMING ILL DURING THE SCHOOL DAY

Procedures to be followed in case of injury or sudden illness of a student:

1. If a student is injured in the building or at school, the student will be taken to the Principal's Office for examination and/or temporary treatment or someone from the Principal's Office will go to the scene for exam and temporary treatment. All teachers will return to duty.
2. Recommendation of the Principal's Office, not the teachers or staff, will determine if further treatment is needed, if the parent(s) are to be called, or if the student is to return to the classroom.
3. If deemed advisable, the Principal's Office will call a parent to pick up a student at school. Under no circumstances is a student to be sent home alone without parent notification and approval.
4. If a parent cannot be located, efforts will be made to contact a person (listed on the registration form) other than the parent.
5. In an extreme emergency it may be necessary to take a student to a physician, hospital emergency room, or call an ambulance; then notify parents as soon as possible.
6. Similar procedures will be followed in the event of illness or injury of a staff member.
7. In case of injury of a student, the supervising staff member is requested to complete a Student Accident Report to record for school insurance purposes such information as time, place, date and how injury occurred.
8. There is no school nurse at West Prairie Elementary.

STUDENT ILLNESS

A student **may be** sent home if they have diarrhea, vomiting, a suspicious rash, eye irritation, or a fever of 100 or greater. A child **should** be fever free for twenty-four (24) hours before returning to school. If an antibiotic is prescribed, the child **should** stay home for twenty-four (24) hours after starting the antibiotic. Please refer to Page 36 for more specific guidelines regarding specific illnesses. The discretion of the Principal or Principal's designee will be used.

MAKE-UP WORK

It is the student's responsibility to contact each teacher upon return to school after being absent to obtain missed assignments. As a general rule, one (1) day for each day absent will be allowed to get the make-up work completed and given to each teacher. Incomplete work must be completed within the first two weeks of the next quarter or the grade of "I" will become an "F". Incomplete grades cannot be given for the fourth quarter as all grades must be given by the last day of school.

Extenuating circumstances may be considered to extend make-up work if presented to the administration by the parents.

Make-up work requested by parents through the office must be requested by 10:00 A.M. of the day needed; otherwise, the assignment may not be available until noon of the following day.

HEALTH PROGRAM

Health Examination

The examination shall be reported on the form that the Department of Public Health and the Illinois State Board of Education prescribe and shall be conducted within one year:

1. Prior to the date of entering school (this includes Early Childhood Special Education, At-risk Pre-Kindergarten and students transferring into Illinois from out-of-state or out-of-country).
2. Prior to the date of entering Kindergarten.
3. Prior to the date of entering the 6th grade.
4. Prior to the date of entering the 9th grade.

STUDENTS NOT IN COMPLIANCE WITH THE ABOVE REQUIREMENTS WILL BE EXCLUDED FROM SCHOOL ON THE FIRST FULL DAY OF SCHOOL AND WILL NOT BE ALLOWED TO ATTEND UNTIL THE REQUIREMENTS ARE MET.

Dental Examination

In compliance with the rules adopted by the Department of Public Health, all children in **Kindergarten, 2nd** and **6th** grade shall have a dental examination. Each child shall present proof of having been examined by a dentist in accordance with Public Act 093-0946 before May 15 of the school year.

A dental exam **must** be completed and turned in to the school by May 15, 2011. A dental exam done within that year (after May 15, 2010) will be accepted.

Visual Examination

Public Act 95-671, effective **January 1, 2008**, requires that all children enrolling in Kindergarten in a public, private or parochial school and any student enrolling for the first time in a public, private or parochial school shall have an eye examination.

Each such child is to present proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist within the previous year before **October 15** of the school year. If the child fails to present proof by October 15, the school may hold the child's report card until either (a) the child presents proof of a completed eye examination or (b) the child presents proof that an eye examination will take place within 60 days after October 15.

Immunizations

Every child enrolled at West Prairie CUSD #103 shall present proof of immunity against the following in the time constraints required in Section 665.240 of the Immunization Code.

- | | |
|------------------|----------------------------------|
| 1. Diphtheria | 6. Rubella |
| 2. Pertussis | 7. Mumps |
| 3. Tetanus | 8. Haemophilus influenzae type B |
| 4. Poliomyelitis | 9. Hepatitis B |
| 5. Measles | 10. Chicken Pox |

STUDENTS NOT IN COMPLIANCE WITH THE ABOVE LISTED IMMUNIZATIONS IN THE TIME CONSTRAINTS REQUIRED WILL BE EXCLUDED FROM SCHOOL ON THE FIRST FULL DAY OF SCHOOL AND WILL NOT BE ALLOWED TO ATTEND UNTIL THE REQUIREMENTS ARE MET.

Lead Screening

Children registering for Preschool, Pre-K, and Kindergarten should have documentation indicating that lead poisoning has been addressed by the health care provider (The child's health care provider, not the school, is responsible for complying with the requirement of the Lead Poisoning Prevention Act.), and should not be excluded from school for not complying with the requirement of this Act.

Vision and Hearing Screening

Vision and hearing screening tests shall be conducted in accordance with the present rules of the Department of Public Health which include all newly enrolled students, special education students, Preschool, Pre-K, Kindergarten, 1st, 2nd, 3rd, and 8th grade students.

Effective January 1, 2004, schools that conduct vision screenings are now required to inform you that the school vision screening is **NOT A SUBSTITUTE** for a complete eye and vision evaluation by an eye doctor. Also, children are **NOT** required to undergo the 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.

Head Lice Policy

Head lice checks are done two times per school year, September and January.

The West Prairie District Board of Education has a “no-nit” policy which states: “Any pupil having been excluded from school due to head lice or head lice nits shall be readmitted when determined “nit-free” by the medical representative of the district.”

If a child is found to have live louse and/or lice eggs (nits), the parent will be called to come and get their child from school. The child may return to school at any time (which could be the same day but should be no longer than 1-2 days) after proper treatment of shampooing with a pediculicide and ALL nits have been removed. The child will be checked by school personnel before being allowed to return to class.

Conjunctivitis

Conjunctivitis (Pinkeye), an inflammation of the eye, is highly contagious. The student is excluded from school until under treatment or the virus has run its course. The West Prairie CUSD #103 Protocol can be found in the back of this handbook.

Impetigo

Impetigo, a superficial infection of the skin, is highly contagious. The student may attend school if under treatment for 24 hours. The West Prairie CUSD #103 Protocol can be found in the back of this handbook.

Ringworm

Ringworm, an infection, is contagious. The student is referred for medical evaluation to get an accurate diagnosis and the student is excluded from school pending:

- a.) Physician’s statement that treatment has been prescribed
- or
- b.) Physician’s statement that the condition is not ringworm.

The West Prairie District #103 Protocol can be found in the back of this handbook.

Exceptions

1. The parent or legal guardian of a student may object to health examinations, immunizations, vision and hearing screening tests, and dental health examinations for their children on religious grounds. The specific requirements of making a religious objection

are stated in the Illinois Department of Public Health Rules and Regulations for School Health Examinations and Immunizations Act (Section 665.510).

2. Medical objections to an immunization must be made by a physician licensed to practice medicine in all its branches indicating what the medical condition is, and must be endorsed and signed by the physician on the certificate of the child health examination and placed on file in the child's permanent record. Should the condition of the child later permit immunization, this requirement will then have to be met.
3. IN BOTH CASES OF OBJECTION (RELIGIOUS AND MEDICAL), PARENTS OR LEGAL GUARDIANS MUST BE INFORMED OF MEASLES OUTBREAK CONTROL EXCLUSION PROCEDURES WHEN SUCH OBJECTION IS PRESENTED.

MEDICATION POLICY

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and 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 and otherwise follow the District's procedures on dispensing medication. The completed form is to be returned to the student's building Principal. If a request is approved, school officials may require periodic renewal of the physician's orders and, in any case, may terminate administering such medication whenever it is clear that the critical health and well-being of the student will not be adversely affected.

No School District employee shall 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 shall possess or consume any prescription or non-prescription medication (including cough drops, aspirin or aspirin substitutes such as Tylenol) on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

A student may possess an epinephrine auto-injector (Epi-pen) and/or medication prescribed for asthma for immediate use at the student's discretion, 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 or epinephrine auto-injector or the storage of any medication by school personnel. 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 auto-injector and/or medication, or the storage of any medication by school personnel.

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

So as to prevent over or under medication, and to prevent illegal drugs from being carried in school under the disguise of a properly prescribed medication, each student having or possessing any prescribed medication, except asthma/E.I.-pen medication, which the student is permitted to possess in accordance with part II, shall as soon as possible after entry into any building, deliver the medication to the building Principal or Principal's designee who shall retain the medication during the school day, and return the same to the student at the end of the school day, and instruct the student not to again bring the medication to school except in compliance with the procedure for parental consent and physician's order.

Asthma/Epi-pen Medications

As an exception to the general rule, pursuant to School Code Section 10-22.30, a student may possess an asthma/Epi-pen medication for self-administration if the following requirements are met:

1. provide written authorization for the self-administration of medication; and
2. provide a written statement from the student's physician, physician's assistant, or advanced practice registered nurse containing the following information:
 - a. the name and purpose of medication;
 - b. the prescribed dosage; and
 - c. the time or times at which or the special circumstances under which the medication is to be administered.

This information shall be provided by the prescribing health care professional. The information provided shall be kept on file in the office of the school nurse or, in the absence of a school nurse, the building Principal.

The asthma/Epi-pen medication must pertain to the student's asthma/Epi-pen, and have an individual prescription label.

The parents' or guardians' permission for self-administration of medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the requirements of this policy regarding Asthma/Epi-pen Medications.

Provided that the requirements of this section are fulfilled, a pupil with asthma or bee allergy may possess and use his or her medication:

1. while in school;
2. while at a school-sponsored activity;
3. while under the supervision of school personnel; or
4. before or after normal school activities, such as while in before-school or after-school care on school operated property.

"Self-administration" means a student's discretionary use of his or her prescribed asthma/Epi-pen medication.

TRUANT DEFINED

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

TARDIES DEFINED

Students who are not in the classroom by 8:10 a.m. will be considered tardy. Any student who enters the building after 8:10 a.m. must check in at the office. Students who have been tardy ten (10) times, will be referred to the Truant Officer.

PHYSICAL EDUCATION/ RECESS

Students who are to be excused from physical education/recess participation must have a written excuse from parent(s)/guardian(s) to give to the P.E./classroom teacher. After three consecutive days in a quarter, a doctor's excuse must be presented. A student excused from P.E. will also be excluded from recess.

FREE AND REDUCED-PRICED MEAL POLICY

The Board of Education shall annually adopt a policy regarding free and reduced-price lunches for qualifying students in accordance with standards established by the Illinois Department of Education. Students or parents desiring further information about this program should contact the Principal's Office.

CAFETERIA POLICIES

1. Students in Preschool/ Pre-K – 4th grade may charge up to four lunches. After charging four consecutive lunches a substitute lunch will be provided.
2. Extra entrees and extra milk may not be charged if a child has a negative balance.
3. All students must have their lunch card each day that they eat in the cafeteria. If a student does not have his/her lunch card, he/she must line up at the end of the line.
4. Students who loan money to fellow students are responsible for seeing the debt is paid. The school is not responsible. Students may not loan their card to anyone.
5. Students who lose or damage their lunch card will be assessed a fine of \$1.00 for the reissuance of a new card.
6. Students at West Prairie Elementary who eat breakfast may begin arriving at 7:30 a.m. Breakfast will be served from 7:30 – 8:05 a.m. each morning. Students at West Prairie South should go directly to the cafeteria, eat, and then wait in the gymnasium until 7:55 a.m. when they are released to their classroom. Students at West Prairie North need to

enter the building through the east side cafeteria door. Go directly to the gym area and be seated in the appropriate area. Wait quietly until dismissed to breakfast or the classroom. Students who do not eat breakfast should go through the cafeteria to the gymnasium to wait until they are released to their classroom. Never go to the restroom, office or classrooms without permission from the gym supervisor(s).

7. Parents **should** refrain from bringing commercially prepared food when dining with their child.
8. Students are not allowed to have soda.

LUNCHROOM PROCEDURES

1. Follow directions and show respect to cafeteria employees and volunteers.
2. Use quiet voices and limit conversation to those on the right, left and across the table where one is seated.
3. Remain seated until dismissal.
4. Raise hand when the supervisor's attention is needed.
5. Do not trade food for health and safety reasons.
6. Do not play with food or throw trash.
7. Help the custodian by cleaning up the place where you have eaten.
8. Leave the table only when you have been dismissed by the supervisor.
9. Walk out of the cafeteria.

Possible consequences for not following lunchroom procedures are:

1. Time out at time-out table
2. Time out in designated area
3. Time out in office
4. Referral to Principal

PLAYGROUND PROCEDURES

1. Students are expected to follow the instructions of the teacher or paraprofessional.
2. No student is to leave the playground without permission.
3. Only supervisors will retrieve equipment that goes off of the playground.

4. Good sportsmanship is expected.
5. Contact activities are prohibited, including fighting, “play fighting”, martial arts, wrestling and tag.
6. Do not throw non-playground equipment, including snowballs, ice, rocks, gravel, sticks, etc.
7. All students must stay within the boundaries established by the teacher or paraprofessional.
8. At South Elementary students may sit in a safe area on the rocks. No lying down.
9. Students are to use equipment properly.
10. Students must share equipment and use fair rules.
11. Talking back is impolite. If students disagree with the teacher’s or paraprofessional’s decisions, they should ask politely to express their point of view.
12. Equipment with water standing under it or water in it is not to be used.

Balls

Balls should not be thrown or kicked near the building. Balls kicked on the roof will not be returned right away.

Climbing Equipment

No child may be on top of the purple equipment at the South Elementary. This includes sitting on top of any bars. The purple vertical poles at the South Elementary are for climbing up and sliding down only. No jumping from any equipment.

Merry Go Round (South)

Sit down on the merry go round only. Bars are for grasping only. No lying under or around the merry-go-round. No dragging feet or tag. No more than two students may push at one time.

Swings

Must be seated with one child per swing. Swing back and forth, no twisting. Only adults may push swings.

Slides

One child at a time is allowed on a slide. Slide feet first only. Children must go down the slide.

Tunnel (South)

Grades 3 and 4 should not use the tunnel. No standing on the tunnel.

Shed

Children may not play between the shed and building. Students need permission to go in the shed.

Possible consequences for inappropriate behavior during recess:

1. 5 minutes time out on playground
2. Time out in designated area
3. Time out in office
4. Referral to Principal

BUS STUDENTS

All bus students who are eligible for bus transportation will be transported home by bus, unless the school has a note from the parent stating otherwise. A permanent note may be sent for students who will not ride the bus for extended periods of time. For example, a student who will always be picked up instead of a bus rider.

BUS CONDUCT AND RULES

Bus riders are expected to abide by the rules and regulations set by the school and the state. The driver is responsible for setting reasonable rules of conduct. **NOT OBSERVING THE RULES MAY RESULT IN SUSPENSION OR EXPULSION FROM THE BUS.**

A school bus driver must be able to devote 100% of their time to driving the bus in order to drive safely; therefore, they cannot be distracted by the conduct of their passengers.

The rules are:

1. When seats are assigned, students must occupy seats assigned them.
2. Students must be on time at the designated bus stop and stay away from the street/road while waiting for the bus.

3. 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, unless the driver gives special permission.
4. Students must not try to get on or off the bus or move inside the bus while it is in motion. Use the handrails when exiting the bus.
5. Students must be absolutely quiet when approaching a railroad crossing, stop or flashing lights and/or stop signs and remain that way until the bus driver has looked both directions and begins moving again.
6. No pets or animals are allowed on a school bus.
7. Toys and electronic devices are not to be brought on the bus for regular routes unless special permission is given.
8. When students must cross the road to reach the bus, the driver, after looking for approaching traffic, motions them to cross. The student must wait for the proper signal and cross promptly. Stay out of the danger zone next to the bus where the driver may have difficulty seeing the student. Take five (5) giant steps away from the bus and out of the danger zone, until the student sees the driver and the driver sees the student. Never crawl under a bus.
If a student must cross the street after getting 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.
9. Never run back on the bus, even if you dropped or forgot something.
10. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself, avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping hands, arms, head inside the bus at all times. Windows are not to be lowered beyond the black line.
11. Never exit the rear door except in an emergency.
12. If any student wishes to be dropped off at a location other than his/her home, that student must have a note from the student's parents and permission of the Principal or Transportation Director. The requested stop must be on the regular traveled route. The bus driver reserves the right not to allow a student on the bus because of overloading.
13. 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.
14. Failure to comply with these rules of bus conduct will result in consequences from the following disciplinary measures, based upon the severity and persistence of the misbehavior:
1. Verbal or written warning
 2. 1 day bus suspension
 3. 3 day bus suspension
 4. 5 day bus suspension
 5. 10 day bus suspension
 6. Suspension from riding the bus for the remainder of the school year.

A SCHOOL'S REPUTATION AND RESPONSIBILITIES

A school's reputation depends on the conduct of its students at home and when visiting other schools. West Prairie Elementary students are expected to conduct themselves in a proper manner in the school and during all activities. Each student's conduct reflects on every other student and the community.

The ultimate objective of education in West Prairie Elementary is effective citizenship. To accomplish this, a learning environment conducive to the educational welfare of all students is needed.

AUTHORITY OF SCHOOL STAFF

Any staff member as an employee of the Board of Education of Unit #103 has full responsibility for the property and equipment assigned to him/her and has the authority and responsibility to redirect the inappropriate behavior of any student on school property. Students are expected and required to comply with the reasonable instructions of any district employee.

SCHOOL RULES - PRESCHOOL THROUGH 4TH GRADE

1. Follow directions
2. Show respect toward others
3. Respect property

STUDENT RIGHTS AND RESPONSIBILITIES

The rights of students must be continuously respected and protected. These rights include the right to voluntarily engage in individually initiated, non-disruptive prayer that, consistent with

the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, is not sponsored, promoted, or endorsed in any manner by the school or any school employee. Our high courts have held that students' rights of expression cannot be exercised to disrupt the normal operation of the school, nor does the exercise of the rights of expression permit interference with the lawful right of others. Acts which disrupt the operation of the school, classroom, or which are disruptive to other student activity, or any school activity will not be permitted. No student or group of students may impede another's freedom to properly utilize school facilities and programs or in any way impede educational or school sponsored, supervised or sanctioned activities.

STUDENT RESPONSIBILITIES

1. All students are to show proper respect to other students, teachers, and adults in the building. Defacing the building is considered a serious offense.
2. Gross disobedience or misconduct (see Student Conduct section) will not be tolerated. Proper conduct is expected at all times. If repeated offenses occur, the student will be suspended from school for a period not to exceed ten days.
3. Any student who leaves the building during the day must have permission from the Principal's Office and the reason stated. Phone requests from the parents will be acceptable in necessary situations.
4. Students are to be responsible in carrying information home from West Prairie Elementary School that is necessary information for their parents. (Principal's notes, teacher's notes, lunch charges, library fines, etc.)
5. Riding of bicycles and scooters on the playground is prohibited. Bicycles and scooters ridden to school are to be parked in the bike area and not ridden in the play area during playtime.
6. No students will be allowed to bring or have in their possession tobacco products or any items not authorized for educational purposes which could result in damage to school property or injury to themselves or another student.
7. No students are to bring candy, gum, toys, skateboards or items that are not necessary for educational purposes. (Except for specific days designated by the teacher as show & tell days.) Toys and electronic devices can especially cause problems because the ownership is often questioned by the children.
8. Students will not be allowed to use the office telephone unless it is deemed necessary by the teacher or the office. Students who want to call to see if they can play at a classmate's house that evening, and similar situations, will be refused.

STUDENT CONDUCT FOR ATHLETIC EVENTS

1. All rules listed in the **Student Handbook** apply to athletic events and all other extracurricular events.

2. Students who attend the games are expected to be in the bleachers watching the game while it is in progress.
3. Students are not to leave the bleachers while the game is in progress. Half-time and between games are for going to the concession stand, restroom, water fountain, etc.
4. Students are not to move up and down or back and forth across the bleachers while the game is in progress.
5. Students are to sit in the West Prairie section of the bleachers only.

DRESS AND APPEARANCE

Proper student dress and grooming is basically the responsibility of the student and his/her parents. However, a student's dress and grooming must be in the best interest of the school with respect to the health, welfare and safety of the individual and the student body and must not distract nor interrupt the orderly process of education in the school at any time. Any student, who through his/her actions, behavior, dress, appearance or presence, shall disrupt the normal routine of the educational process of the school or who follows a course of conduct, dress or appearance which may reasonably be anticipated to become disruptive of the educational process shall be ordered to change his/her garments either by going home to suitably prepare for school or required to use school facilities for the task. Any class time missed for this purpose may be considered unexcused. Examples of, but not limited to these examples, inappropriate dress includes: attire with crude or inappropriate words or designs; clothing which promotes or advertises tobacco, alcoholic beverages, violence or drug use; hats, caps, and/or sunglasses worn inside the school building; see-through attire; swim and/or beach wear; sleeveless shirts with straps less than one-half inch (1/2").

Shoes

Appropriate outdoor shoes should be available for outside P.E. and recess. Sandals, flip flops, clogs, cowboy boots, etc. are discouraged, can cause injury, and do not allow for full participation in P.E. If a student wears these types of footwear, an extra pair of tennis shoes should be brought for outdoor activities. Gym shoes are for indoor use only. No roller shoes are to be worn in the building. These must be taken off prior to entering the building and regular shoes worn into the building.

Hats

Hats are to be removed as a student enters the building. Special events, such as, hat day or Dr. Seuss Day, will be exceptions. Any other reasons must be approved by the Principal or Principal's designee.

Coats

Coats are to be removed and hung in classroom closets or teacher designated areas. Coats may not be worn throughout the regular school day unless permission is granted.

All students will go outside on the playground every day unless it is 20 degrees or lower (wind chill will be considered), raining, or icy. The discretion of the Principal or Principal's designee will be used. Each child should have a warm coat, hat (hood on coat), mittens and waterproof boots. Some teachers may ask you to send a spare pair of socks.

STUDENT DISCIPLINE

Prohibited Student Conduct

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to, the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling illegal drugs, controlled substances," look-alike" drugs and drug paraphernalia. A "look-alike" drug is defined as a substance, whether or not, containing an illegal drug or controlled substance which (a) a student believes to be or represents to be an illegal drug or controlled substance, or (b) about which a student engaged in behavior leading a reasonable person to believe that the student expressly or impliedly represented the substance to be an illegal drug or controlled substance. It is not necessary that the "look-alike" resemble any actual drug or controlled substance.
4. Students who are under the influence of any prohibited substance or drug or in possession of any drug paraphernalia are not permitted to attend school or school functions. Students under the influence of any prohibited substance or drug or in possession of drug paraphernalia shall be treated as though in possession of drugs.
5. Using, possessing, controlling, or transferring a weapon in violation of the "Weapons" section of this policy.
6. Using or possessing electronic signaling and cellular radio-telecommunication devices (cell phones) unless authorized and approved by the building Principal or Principal's designee. Electronic signaling devices include pocket, and all similar, electronic paging devices.

7. Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction.
8. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
9. Using any form or type of aggressive behavior, which causes, attempts, or risks physical or psychological harm to someone else, or urging or encouraging others to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threat, intimidation, fear, or other comparable conduct.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Unexcused absenteeism: State law and Board policy on truancy control will be used with truants and chronic truants.
12. Being involved with any public school fraternity, sorority, or secret society, by
 - a. Being a member,
 - b. Promising to join,
 - c. Pledging to become a member, or
 - d. Soliciting any other person to join, promise to join, or be pledged to become a member.
13. Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
14. Engaging in any activity that constitutes an interference with school purposes or any educational function or any disruptive activity.

For purposes of this policy, the term "possession" includes having control, custody, or care of an object or substance, or that the student manifested an intent to have control, custody or care of any object or substance, regardless of whether or not the item is a) on the student's person, or b) contained in another item belonging to or under the control, custody or care of a student, such as in the student's clothing, backpack, automobile or c) in the school, student locker, desk or other school property or d) any other location on school property or at a school-sponsored event.

Weapons

A student, who uses, possesses, controls, or transfers a weapon, or any object which can reasonably be considered or looks like a weapon, may be expelled for at least one calendar year but not more than two(2) calendar years. Disciplinary action is at the discretion of the superintendent. The Superintendent may modify the expulsion period, and the Board may modify the Superintendent's determination, on a case-by-case basis. A "weapon" means possession, use,

control, or transfer of (1) any gun, rifle, shot gun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 224-1 of the Criminal Code, (2) any other object if used or attempted or intended to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs, or (3) “look alike” of any weapon as defined above. Any items such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen are considered to be a weapon if used or attempted to be used to cause bodily harm. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theater, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, not intended, to do bodily harm.

Area of Disciplinary Control

The grounds for disciplinary action including those described more thoroughly later in this policy, apply whenever the student’s conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any other time when school is being used by a school group;
2. Off school grounds at a school-sponsored activity, or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Removal from classroom.
3. Withholding of privileges.
4. Notification of parent(s)/guardian(s).
5. Seizure of contraband.
6. In-school suspension for a period not to exceed 5 school days. The building Principal or Principal’s designee shall ensure that the student is properly supervised.

7. After-school detention, provided that the student's parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the building Principal or Principal's designee.
8. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds and may not participate in any school activities.
9. Suspension of bus riding privileges, provided that appropriate procedures are followed.
10. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
11. Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol or weapons.

A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program.

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

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

1. student assistance program (RtI) (See Page 40);
2. the involvement of students in defining acceptable school behavior standards;
3. the involvement of parents/guardians in instances where the student has repeatedly exhibited unacceptable conduct;
4. the involvement of social agencies when the services may benefit a student behavioral pattern;
5. individual student counseling by classroom teachers and trained counselors;
6. psychological testing and services for students.

Required Notices

A school staff member shall immediately notify the building Principal in the event that he or she (1) observes any person in possession of a firearm on or around school grounds, however, such action may be delayed if immediate notice would endanger students under his or her supervision. (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the building Principal or Principal's designee may immediately notify a local law enforcement agency, State Police, and if a student is reportedly in possession of a firearm, also the student's parents/guardians. Efforts including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or physiological harm to someone else. The Superintendent or designee shall ensure that the parent(s)/guardian(s) of a student who engages in aggressive behavior are notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior. The concept of progressive discipline means imposing sanctions which are appropriate under the circumstance, including heavier sanctions for repeated misconduct of any type. Progressive discipline does not require school officials to apply the least serious sanction for the first instance of misconduct. Progressive discipline shall be imposed at the discretion of the school official, taking into account the nature and extent of misconduct, the effect upon the victim, the risk of harm or injury, the age and maturity of the student subject to discipline and any other educationally relevant factors.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel or other persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

The Superintendent and the building Principal are authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board of Education may suspend a student from riding the bus in excess of 10 days for safety reasons.

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents and guardians within 15 days of the beginning of the school year or a student's enrollment.

STOP AND THINK - SOCIAL SKILLS PLAN

We will be using a social skills training program in each classroom to teach appropriate behavior. This program, "Stop and Think", teaches steps for decision making in social situations. For those choosing not to follow the school rules, the following may occur:

Possible Consequences:

1. Time out in room (up to 5 minutes)
2. Time out in different room (up to 5 minutes)
3. Time out in office (up to 10 minutes)
4. Referral to Principal (options that may follow)
 - a. Social skills practice/resolution and/or call to parent
 - b. Loss of privileges
 - c. After school detention
 - d. In-school suspension
 - e. Out-of-school suspension
 - f. Expulsion

STOP AND THINK PROCEDURE

Student can begin making good choices which brings him/her back to the regular classroom. In doing this he/she will retrace his/her steps in reverse order.

Example:

Child misbehaves
|
make choice — good choice — remains in class
|
bad choice
time-out in class*
|
time-out in designated room*
|
time-out in office*
|
principal referral*

*Instruction time lost will be made up at the discretion of the teacher.

Stop and Think procedures may apply to the following misbehaviors:

LEVEL I

1. Not following directions
2. Dishonesty
3. Improper contact
4. Classroom disturbance
5. Nine(K-3)/four(Grade 4) time-outs during each quarter is automatically a Level II offense
6. Other

Immediate referral to the Principal or Principal's designee may apply to the following offenses:

LEVEL II

- | | |
|--|--|
| 1. Disrespect or insubordination | 8. Leaving class, building or grounds without permission |
| 2. Verbal abuse (profanity & gestures) | 9. Misrepresentation (cheating, using other's work as own) |
| 3. Vandalism | 10. Gross misconduct/disobedience |
| 4. Fighting | 11. Ninth/ fourth Level I referral this quarter (Gr. K-3/ninth, Gr. 4/fourth). |
| 5. Stealing | 12. Other: _____ |
| 6. Forgery of notes or excuses and their use | |
| 7. Threatening/Intimidating behaviors | |

SPECIAL EDUCATION

The West Prairie School District offers a free and appropriate education to all children. Any child, age 3-21, residing in the West Prairie School District is eligible for special education services if he or she is:

Deaf	Health Impaired	Deaf-Blind
Learning Disabled	Speech Impaired	Hearing Impaired
Mentally Handicapped	Visually Handicapped	Multi-Handicapped
Emotionally Handicapped	Behavior Disordered	Autism
Traumatic Brain Injury		

The school district provides:

1. An annual screening of all children between the ages of 3 and 5 years.
2. Hearing and vision screening at regular intervals.
3. Speech and language screening upon initial enrollment in school.
4. An ongoing annual screening by teachers and other professional personnel, for referral of those children who exhibit problems which interfere with their educational progress and/or their adjustment to the educational setting.

Referrals may be made through the building Principal, school district personnel, the parent of the child, community service agencies, persons having primary care and custody of the child,

other professional persons having knowledge of the child's problems, the child, the state Board of Education, and/or the Illinois Office of Education, when there is reason to believe that a child may require special education services.

Parents and other members of the community may review a copy of the Rules and Regulations to Govern Special Education at the administrative offices of West Prairie Unit District #103.

BEHAVIOR INTERVENTIONS FOR STUDENTS WITH DISABILITIES

It is the purpose of this policy to establish the process for this School District to comply with P.A. 87-1103 on the use of behavioral interventions for students with disabilities.

Behavioral interventions should be used by teachers and administrators to promote and strengthen desirable adaptive student behaviors and reduce identified inappropriate behaviors. A fundamental principle is that positive, nonaversive interventions designed to develop and strengthen desirable student behavior should be used, whenever possible. Undesirable behavior should be reduced by developing, strengthening, or generalizing desirable behavior to displace the undesirable behavior.

While positive approaches alone will not always succeed in managing extremely inappropriate behavior, the use of more restrictive behavior interventions should be approached with caution. The use of restrictive interventions for students with disabilities should be based on an assessment, planning, supervision, evaluation, documentation and protective measures. The use of restrictive interventions should maintain respect for human dignity and personal privacy, and adhere to professionally accepted instructional practices.

The School Board must establish and maintain a committee to develop policies and procedures to the use of behavioral interventions for students with disabilities who require behavioral interventions. In establishing this policy, *Illinois State Board of Education Behavioral Interventions in Schools: Guidelines for Development of District Policies for Students with Disabilities* (June 1994) has been reviewed as a nonbinding reference and considered. Copies of this document may be requested from: Illinois State Board of Education, 100 North First Street, Springfield, IL 62777-0001.

The use of positive behavioral interventions will be promoted and may include, but are not limited to, the following components:

1. Behavioral Intervention Committee;
2. Designation of behavioral interventions by level of restrictiveness;
3. Identification of behavioral intervention consultant;
4. Procedures for the development of behavioral management plan for students with disabilities having significant behavioral and/or emotional needs and for such students requiring restrictive interventions;
5. Procedures for the documentation of emergency use of restrictive interventions;

6. Provisions for parent involvement;
7. Provisions for staff training and professional development.

These identified components shall be detailed in District Behavioral Guidelines for Students with Disabilities.

The School Board shall (1) furnish a copy of its local policies and procedures to parents and guardians of all students with individualized education plans within 15 days after the policies and procedures have been adopted by the School Board or at the time an individualized education plan is first implemented for the student and at the beginning of each school year thereafter, and (2) require that each school inform its students of the existence of the policies and procedures annually.

References:

The Illinois School Code, Chapter 122, Section 14-8.05, *Behavioral Interventions for students with Disabilities* as amended by Public Act 87-1103.

The Illinois School Code, Chapter 122, Section 10-20.14, *Parent-Teacher Advisory Committee* as amended by Public Act 84-126.

The Illinois School Code, Chapter 122, Section 24-24, *Corporal Punishment* as amended by Public Act 88-346.

Illinois State Board of Education, Behavioral Intervention in Schools: Guidelines for the Development of District Policies for Students with Disabilities, June 1994, *Memorandum 94-25*.

SECTION 504 POLICY

Section 504 of the Rehabilitation Act of 1973, as amended 29 U.S.C., Section 794, protect disabled persons from discrimination based on their disabled status. The Board of Education recognizes the requirement to provide a free appropriate public education to each disabled student within its jurisdiction, regardless of the nature or severity of the disability.

It is the intent of the West Prairie CUSD #103 to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled under this policy even though they do not require special education services pursuant to the Individuals with Disabilities Education Act (IDEA). Procedural safeguards are guaranteed for disabled students and their parents in West Prairie CUSD #103.

For the purposes of compliance with the Act, the Superintendent shall develop and implement appropriate procedures and forms to include evaluation, eligibility, services plan, service delivery and periodic case review.

The Board of Education shall designate a Section 504 Coordinator and shall provide annual notice of available services and the process for access to services.

PROCEDURES FOR IMPLEMENTING SECTION 504 REHABILITATION ACT

I. Definition of Qualified Disabled Individual Under Section 504

Section 504 protects disabled persons from discrimination based upon their disabled status. A person is disabled within the meaning of Section 504 if he or she:

- A. has a mental or physical impairment which substantially limits one or more of such person's major life activities,
- B. has a record of such impairment, or
- C. is regarded as having such an impairment.

Major life activities include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

II. Responsibility for Service

It is the responsibility of the school district to provide a free appropriate education to each qualified individual who is a resident of the district.

III. Designation/Notice of Section 504 Coordinator

District #103 designates the position of Building Principal as the person to coordinate efforts to comply with Section 504.

GRANT PROGRAMS

Class Size Reduction

Monies from this grant enable the district to provide smaller class groups for a primary grade, K-3. Funding is not sufficient for a full teacher.

Reading Improvement

The Reading Improvement Grant will provide a part-time paraprofessional at each elementary school. The paraprofessional will enable Kindergarten, 1st and 2nd grade students the opportunity to practice oral reading skills in a one-to-one or small group setting once a week.

Title I

The Title I Grant provides a reading specialist at both the North & South Elementary buildings. These teachers will provide services to eligible reading and or math students in grades

K-4. Students receive up to 30 minutes of reading assistance either in his/her classroom or in the Title I room.

Title I funds, if available, will provide an After School Homework Assistance/Tutoring Program. Students are selected to participate based on classroom grades, repeated late and/or incomplete homework, and teacher referrals.

RESPONSE TO INTERVENTION (RtI) - STUDENT ASSISTANCE PROGRAM

Each elementary building has established a student assistance program called Response to Intervention (RtI). The purpose of this program is to assist students who are experiencing difficulties at school in any or all of the following areas: academics, behavior, and health.

Following a referral by school personnel, parent, or other students, the core team will collect data, plan an intervention for the problem that is interfering with school performance, and progress monitor to assess effectiveness.

AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS

We are very pleased to be able to offer West Prairie District # 103 student's access to the Internet and our network. Our students will be able to access the most current information on many subjects through the use of this tool. However, as in using all tools, there are some safety considerations. Since there are virtually no restrictions on what may be placed on the Internet, we must place some restrictions on how our students use the Internet and our network.

Prior to any student use of the Internet and our network, students and parents must agree to the following: All use of the Internet and our network shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Authorization* does not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. **The failure of the user to follow the terms of the *Authorization for Electronic Network Access* will result in loss of privileges, disciplinary action, and/or appropriate legal action.** The signature(s) at the end of the document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions

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

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

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

Using our network or the Internet for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;

Unauthorized downloading or installation of software, regardless of whether it is copyrighted or devirused;

Downloading copyrighted material for other than personal use;

Using our network or the Internet for private financial or commercial gain;

Wastefully using resources, such as file space;

Gaining unauthorized access to resources or entities;

Invading the privacy of individuals;

Using another's password or account;

Posting material authored or created by another without his/her permission;

Posting anonymous messages;

Using our network or the Internet for commercial or private advertising;

Accessing, submitting, posting, publishing, storing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and

Using our network or the Internet while access privileges are suspended or revoked.

Use of E-mail, ICQ, instant messengers, chat rooms, or other electronic means of communication without direct authorization and supervision.

Filtering - West Prairie District # 103 provides content filtering on computers that are connected to the Internet, as required by the Children's Internet Protection Act.

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

Be polite. Do not become abusive in your language to others.

Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.

Do not reveal personal information, such as addresses, telephone numbers or names, of yourself or others.

Do not use the network or Internet in a way that would disrupt its use by other users.

Consider all communications and information accessible via the network or Internet to be private property.

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

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

Security - Network and Internet security is a high priority. If you can identify a security problem on the network or Internet, you must notify the building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another user's account without written permission from that individual. Attempts to log-on the network or Internet as a system administrator will result in a cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but not limited to, the uploading or creation of computer viruses.

Charges - The District assumes no responsibility for any unauthorized charges for fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment line costs.

Student, parent(s), and guardian(s) need to sign this *Authorization for Electronic Network Access* one time while enrolled in the School District.

I understand and will abide by the above *Authorization for Electronic Network Access*. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's Internet and network connections and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use, or inability to use the Internet and network.

Date

User Name (Please Print)

User Signature

I have read this *Authorization for Electronic Network Access*. I understand that access is designed for educational purposes. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network and Internet. I accept the responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this *Authorization* with my child. I hereby request that my child be allowed access to the District's network and Internet.

Date

Parent/guardian Name (Please Print)

Parent/guardian Signature

ASBESTOS MANAGEMENT PLAN

West Prairie #103 has an Asbestos Management Plan that qualifies under the Asbestos Hazard Emergency Response Act. A copy of this is on file at the school office and is available to the public upon request.

PESTICIDE APPLICATION PLAN

West Prairie School District #103 practices Integrated Pest Management, a program that combines preventive techniques, non-chemical pest control methods, and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment. The term "pesticide" includes insecticides, herbicides, rodenticides, and fungicides.

This school District establishes a registry of people who wish to be notified prior to pesticide applications. To be included in this registry, please complete the form at registration and submit it to the building Principal.

SEX OFFENDER REGISTRY NOTIFICATION

Public Act 94-0994, which was passed by the State of Illinois General Assembly, amends the Sex Offender Registration Act and requires school districts to notify parents that information about sex offenders is available to the public as provided for in the Act. The website for the Illinois Sex Offender Registry is: www.isp.state.il.us/sor. Click on "I agree" at the bottom of the page to access the search page. To view a map of registered sex offenders, please go to: www.familywatchdog.us.

DUE PROCESS PROCEDURE

You have the right to a review of decision, including suspension, made by the Principal. The district Superintendent should be contacted to request a review.

To request a review of the Superintendent's decision, you must request a hearing. A hearing will be held before the Board of Education at which time you may appear and present information and pose questions. This hearing may be held with you in closed session pursuant to the provisions of the School Code of Illinois governing student discipline. At the hearing you may offer evidence, present witnesses, pose questions of witnesses, and present any information which may be relevant. An attorney may accompany you at your expense if you wish.

In order to schedule a hearing, please contact the unit office at the following address: 204 S. Hun Street, Colchester, IL 62326

HOMELESS LIAISON

The homeless liaison for West Prairie CUSD #103 is Eunice Lutz. She may be contacted at 600 South Hun, Colchester, IL 62326 or at (309) 776-3220.

DISCRIMINATION

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

A student, parent or guardian who feels that he/she has been a victim of discrimination may file a grievance with his/her building Principal or the Nondiscrimination Coordinators:

Paula Markey
310 South Coal
Colchester, IL 62326
(309) 776-3790

Paula Markey
100 North Washington Street
Good Hope, IL 61438
(309) 456-3920

Eunice Lutz
600 South Hun
Colchester, IL 62326
(309) 776-3220

John Bushmire
18575 East 800th Street
Sciota, IL 61475
(309) 456-3750

A student, parent or guardian may appeal the resolution of their grievance to the Board of Education, Regional Superintendent of Schools, and State Superintendent of Schools.

SEX EQUITY

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.

A student, parent or guardian may file a complaint by contacting his/her building Principal or the District Nondiscrimination Coordinator:

Dr. Jonathan Heerboth
204 South Hun Street
Colchester, IL 62326
(309) 776-3180

or one of the Complaint Managers; any building Principal.

A student may appeal the Board of Education’s resolution of the complaint to the Regional Superintendent of Schools and, thereafter, to the State Superintendent of Education.

UNIFORM GRIEVANCE PROCEDURE

Students, parents, guardians, employees, or community members should notify any District Complaint Manager if they believe that the Board of Education, its employees, or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal Statute, or Board Policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
5. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children; or
6. Curriculum, instructional materials, programs.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

1. Filing a complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed.

2. Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

Within ten(10) business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education, which will make a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

3. Decision and Appeal

Within five(5) business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class as well as the Complaint Manager. Within five(5) business days after receiving the Superintendent's decision the Complainant may appeal the decision to the Board of Education by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board of Education. Within ten(10) business days, the Board of Education shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information for the Board. Within five(5) business days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action.

This grievance procedure shall not be construed to create an independent right to a Board of Education hearing. The failure to strictly follow the time lines in this grievance procedure shall not prejudice any party.

TIME-OUT LOG

Student Name _____ Date _____

Misbehaviors: Level 1	Original Teacher	Time
<input type="checkbox"/> Not following directions	Name _____	_____
<input type="checkbox"/> Dishonesty	2 nd Teacher	_____
<input type="checkbox"/> Improper contact	Name _____	_____
<input type="checkbox"/> Classroom disturbance	Office	_____
<input type="checkbox"/> Other: _____	Name _____	_____

	Total Time	_____

Principal Referral
 West Prairie Elementary School
 Phone: (309) 776-3790 or (309) 456-3920

Student Name _____ Grade _____ Date _____ Referred by _____

Date, time & place of incident: _____

Name & date of parent contact: _____

Referral following time-outs Parent Signature (if needed) _____

Offenses: Level II

- | | |
|---|--|
| <input type="checkbox"/> Disrespect & insubordination | <input type="checkbox"/> Threatening/intimidating behaviors |
| <input type="checkbox"/> Verbal abuse (profanity & gestures) | <input type="checkbox"/> Leaving class, building or grounds without permission |
| <input type="checkbox"/> Vandalism | <input type="checkbox"/> Misrepresentation (cheating, using other's work as own) |
| <input type="checkbox"/> Stealing | <input type="checkbox"/> Gross misconduct/disobedience |
| <input type="checkbox"/> Forgery of notes or excuses and their use | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Ninth(K-3)/fourth(Gr. 4) level one referral this quarter | |

Discipline Action Assignment:

Dates to be served:

- Social skills practice/resolution
- Loss of privileges
- After school detention
- In-school Suspension
- Out-of-school suspension
- Expulsion

 Student Signature

 Teacher Signature

 Administrator Signature

Copies of referral to (check): () parent () teacher () principal

Pre-Arranged Absence Form

This form should be submitted to the principal one(1) week prior to the planned absence.

Student's Name _____

Parent/Guardian's Name _____

Date of Absence(s) _____

Reason for Absence _____

Date Submitted _____

Homework Guidelines

- Homework will be sent with the student before the absence.
- Homework will be due the day the student returns from the absence.
- Some work, such as tests, may need to be made up upon return from the absence.
- No approval will be given for pre-arranged absences during ISAT or Stanford testing.
- Please refer to Page 14

Office Use Only

_____ Approved _____ Not Approved _____
Reason

Principal's Signature Date

WEST PRAIRIE CUSD #103
SCHOOL MEDICATION AUTHORIZATION FORM

PART A – AUTHORIZATION (To be completed by parent or guardian)

Name of Student	Grade	Teacher
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Physician's Name

Physicians Address

I, the undersigned parent or guardian of the above-named student, hereby request and authorize that administrators of West Prairie CUSD #103, or their authorized designees or agents administer medication to the named student in accordance with the written orders of the above-named physician.

I understand that the West Prairie CUSD #103 requires the following:

- a. I will deliver, or cause the delivery of the medication in a timely manner, to the proper student attendance center in the original container, bearing the original label of the pharmacy or physician, indicating the time and manner of dosage.
- b. That I am responsible for submitting to the school written notification by the physician of any change in dosage or time of administration of the medication.
- c. I will ensure that proper dosages are available at all times, and obtain refills as necessary. The School is not responsible to obtain medications, and cannot administer medications if I have not provided them to the school.
- d. That within one week after expiration of the physician's orders, I will take home any unused portion of the medication. (Medication not taken from the school within one week of expiration of the physician's order will be destroyed.)
- e. I understand, and I have advised the prescribing physician that Illinois School Districts do not have the legal authority to direct teachers or non-certified employees to administer medication, and that the school district may require my child to self-administer the medication under supervision if he/she is able to do so.
- f. That administration of the medication described herein is absolutely necessary for the critical health or well-being of my child, and that the prescribing physician has stated that there is no practical method for administering the medication except through administration during the school day.
- g. The school will not alter the manner or time of the dosage without written instruction from the physician.
- h. That the prescribing physician may release to school personnel any information regarding my child or the medication as is necessary for school personnel to understand the physician's instructions, dosage, possible side effects of the medication, or any other information reasonable necessary for the school to administer the medication.

SIGNED this _____ day of _____, 2010/11.

Signature of Parent or Guardian

Address

City and State

WITNESS: _____

PART B – PHYSICIAN’S ORDERS (to be completed by physician prescribing medication)

NOTICE TO PHYSICIAN

A parent or guardian of a student of West Prairie CUSD #103 has requested that medication be administered to the student during the school day or school related activities. It is contrary to the policy of West Prairie CUSD #103, and Contrary to the law of the State of Illinois for medication to be administered to students during the school day or during school related activities unless "...absolutely necessary for the critical health and well-being of the student." 105 ILCS 5/10-22.21(b)

School Districts are forbidden by law to require teachers or non-certified employees to administer medication. For this reason, the administration of medication at school is a substantial burden upon the school district. Please do not direct the administration of medication during the school, or during school sponsored activities unless absolutely necessary for the critical health and well-being of the student.

CERTIFICATION

I, the undersigned physician, certify that it is absolutely necessary for the critical health and well-being of the student named herein that medication be administered to:

_____ during the school day, or school related activities. I further certify that it is medically inappropriate for the student to be medicated outside the school day or school related activities, and that there is no practical method of medication, except in accordance with these orders.

Name of Student

Medication to be administered Date of prescription Dosage & time for taking medication

Reason in-school medication absolutely necessary for the critical health and well-being of the student.

Need for and benefits to student if medication is administered at school.

Side effects or special reactions that may occur from medication.

Action to be taken if side effects or reactions occur.

Length of time these orders are in effect.

Is this student capable of self-medicating under supervision?

_____ YES _____ YES, with training of the student _____ NO

Please list special instructions concerning manner or method of administering medication.

Special instructions for handling or storage.

Signature of Physician Address of Physician Date

WEST PRAIRIE CUSD #103 CONJUNCTIVITIS (PINKEYE) PROTOCOL:

DEFINITION OF CONJUNCTIVITIS:

Conjunctivitis is an inflammation of the thin, transparent outer tissue layer of the eyeball and the inner surface of the eyelids, commonly called pinkeye. The inflammation causes redness, tearing, and occasionally the formation of pus. The student may also complain that their eyes hurt and/or it feels like there is dirt or sand in their eyes. The most common causes of pinkeye are bacteria or viruses and are quite contagious. Allergic conjunctivitis is usually associated with upper respiratory or nasal allergies and is not contagious.

HOW TO DIFFERENTIATE THE CAUSES:

1. Allergic: Discharge remains watery without pus formation.
2. Infectious (bacterial): Usually more severe with pus formation and more crusts. Requires treatment.
3. Viral: Usually less severe, often with no pus; runs a 3-5 day course and goes away.

All three types may or may not be associated with the common cold.

TREATMENT:

1. For the temporary relief of symptoms, wash eyes gently with cool compresses.
2. Washing hands often, isolating the child's washcloth and towel, and discouraging rubbing of eyes all are important safeguards in preventing the spread of pinkeye.
3. Antibiotic drops or ointments may be prescribed by a physician for infectious pinkeye.
4. Because pinkeye (viral or bacterial) is contagious, the student is excluded from school until under treatment or the virus has run its course.

STUDENT'S NAME _____ DATE _____

OBSERVATION/COMMENTS: _____

WEST PRAIRIE CUSD #103 IMPETIGO PROTOCOL:

DEFINITION OF IMPETIGO:

Superficial infection of the skin caused by certain strains of streptococci, staphylococcus, or by a combination of both. Impetigo is very contagious and may begin as a red rash with many small blisters that contain pus. The blisters then break open causing a golden brown crust to form over the lesion. Onset is usually sudden and tends to occur at the site of a previous injury (such as a scratch) or at mucocutaneous junctions (corner of lip, nasal folds). There may also be redness around the lesion, swelling of lymph glands or low-grade fever. Impetigo can spread to other areas rapidly (in between fingers, toes, etc.).

TREATMENT:

1. Antibiotic therapy for ten(10) days is necessary only in severe cases.
2. Wash daily with antibacterial soap and water (2-3 times per day). Scrub lesions; breaking any pustules, removing all crusts to expose to air and cleanse well. If crusts are difficult to remove, soak them with a soapy washcloth (It is extremely important that each family member use their own washcloth and towel).
3. Apply antibiotic ointment. (Such as Neosporin)
4. Report any change in condition to your physician such as antibiotic intolerance, spreading to other areas, sore throat or urinary complaints.

Child may attend school if under treatment for 24 hours.

Lesions are curable in 7-10 days with treatment.

STUDENT'S NAME: _____ DATE: _____

OBSERVATION/COMMENTS: _____

WEST PRAIRIE CUSD #103 RINGWORM PROTOCOL:

DEFINITION OF RINGWORM:

Ringworm is an infection caused by a fungus that can be acquired from contact with an infected person, animals (including household pets), or soil. It can appear on the scalp, arms, chest, abdomen and face. It starts as a tiny red spot that slowly grows in a circular fashion, clearing in the center as it enlarges. The edges remain reddish and scaly. No scabs, pus or crusts are formed. Most children have a single lesion, but on occasion, a child will develop more. Ringworm is contagious and is transmitted by direct contact or via contaminated objects (combs, brushes, hats, clothing, etc.). Children who have ringworm should be instructed not to share their personal items with anyone until the ringworm is gone.

TREATMENT:

1. Ringworm is treated with anti-fungal medication that is taken orally for 4-8 weeks. A topical ointment may also be prescribed. Therefore, the student is referred for medical evaluation to get an accurate diagnosis and the student is excluded from school pending:
 - a. Physician's statement that treatment has been prescribed, or
 - b. Physician's statement that the condition is not ringworm.
2. Students who have ringworm of the scalp will be checked periodically by school personnel to ensure that the student continues medical care and is taking the medication until the fungus is no longer active.
3. A bandage covering the ringworm lesion should be worn during school hours to help prevent ringworm from spreading to other students.

STUDENT'S NAME: _____ DATE: _____

OBSERVATION/COMMENTS: _____

West Prairie CUSD #103

204 S. Hun Street * Colchester, IL 62326 * (309) 776-3180 * Fax (309) 776-3194

Dr. Jonathan Heerboth, Superintendent
heerbothj@westprairie.org

Self-Administration of Asthma Medication

Liability Notice and Waiver To Parent or Guardian

In compliance with Public Act 92-402, West Prairie Community Unit School District #103, its employees and agents, incur no liability as a result of any injury arising from your student's self-administration of asthma medication.

Your signature below signifies your acknowledgement that West Prairie Community Unit School District #103, its employees and agents, has no liability (except for willful and wanton conduct) as a result of your student's self-administration of asthma medication.

"I indemnify and hold harmless West Prairie Community Unit School District #103, along with its employees and agents, against any claims arising from my student's self-administration of asthma medication."

Parent/Guardian's Signature

Student's Name

Date of Signature

West Prairie CUSD #103

204 S. Hun Street * Colchester, IL 62326 * (309) 776-3180 * Fax (309) 776-3194

Dr. Jonathan Heerboth, Superintendent
heerbothj@westprairie.org

Self-Administration of Epi-Pen Medication

**Liability Notice and Waiver
To
Parent or Guardian**

In compliance with Public Act 92-402, West Prairie Community Unit School District #103, its employees and agents, incur no liability as a result of any injury arising from your student's self-administration of Epi-pen medication.

Your signature below signifies your acknowledgement that West Prairie Community Unit School District #103, its employees and agents, has no liability (except for willful and wanton conduct) as a result of your student's self-administration of Epi-pen medication.

"I indemnify and hold harmless West Prairie Community Unit School District #103, along with its employees and agents, against any claims arising from my student's self-administration of Epi-pen medication."

Parent/Guardian's Signature

Student's Name

Date of Signature

Aggressive Behavior Report Letter

Date _____

Dear _____:
Parent(s)/Guardian(s)

A staff member reported that your child or ward engaged in aggressive behavior (see attached reporting form).

Illinois law requires a school district to notify the parent or guardian of a child who engages in aggressive behavior, including bullying.

This early notification is intended to help all of us work together to avoid repetition of the behavior.

I recommend:

- We discuss next steps in person or over the telephone. I will telephone you to schedule a face-to-face or telephone conference.
- Counseling services, specifically: _____
- Non-District affiliated psychological services
- Alternative school assignment, specifically: _____
- Community agency services, specifically: _____

Together, I am confident we can help your child or ward understand that aggressive behavior is not allowed at school.

Building Principal

- A report of the consequences for this behavior is attached.

Describe follow-up _____

Aggressive Behavior Reporting Forms

State law requires a school district to notify the parent or guardian of a child who uses aggressive behavior, including bullying, at school. School board policy prohibits students using aggressive behavior while at school that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or comparable conduct.

Please complete this form if you witness a student engaging in aggressive behavior and give it to the building principal. The building principal will notify the parent(s)/guardian(s) and provide suggestions for early intervention, if appropriate.

Student Name: _____ Attendance Center: _____

Describe the incident with as much detail as possible; add additional sheets as necessary.

Date: _____ Time: _____ am/pm Duration of the incident: _____

Specific location:

Injuries sustained:

Other students present:

Adults present and their role (parent, teacher, administrator, adult school visitor, etc):

Precipitating acts and/or statements:

Reason the incident ended:

Statements (verbatim, if possible) made during the incident and the speakers' names:

Weapons present, including objects used as weapons but not normally considered weapons:

All other information describing the incident:

Reporter's Name (please print)

Signature Date

Reporter's position and reason for being present: _____

Address: _____

Telephone: _____

(If not a district employee)