

# Pleasant Hill Elementary District 69



## **Student Handbook 2013-2014**

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# PLEASANT HILL ELEMENTARY SCHOOL DISTRICT 69

***Mission Statement:*** PANTHER PRIDE instills citizenship, high standards of achievement, and accountability in a diverse learning community to prepare all students for college and/or career.

## ***PANTHER VISION for the FUTURE:***

Pleasant Hill will become the highest performing small school district in Illinois with

- cutting edge technology
- high performing learners challenged
- real world readiness in all curriculum
- dual language opportunities
- exploratory options

Pleasant Hill students and staff believe that Panther Pride begins with the following PANTHER PAWS:

Be POLITE and RESPECTFUL

Be SAFE to LEARN

Be WILLING to TRY

Be ACCOUNTABLE to OTHERS

## **PANTHER VALUES**

**HIGH EXPECTATIONS-** All students can learn and achieve.

**SAFE LEARNING ENVIRONMENT-**Every student is provided a safe learning environment.

**POSITIVE PARENTAL INVOLVEMENT-**Positive parental involvement is an essential component in a student's educational development.

**HIGHLY QUALIFIED STAFF-**Pleasant Hill values and supports a highly qualified teaching staff.

**FINANCIALLY SOLVENT DISTRICT-**By maintaining financial solvency, we can provide every student with the appropriate resources and class size to be a successful learner.

**COMMUNITY PARTNERS-**By partnering with our community, additional resources will be available to promote and enhance educational excellence.

**LIFE-LONG LEARNERS-**Life-long learning is an essential skill for continuous growth in the 21<sup>st</sup> century and beyond.

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The purpose of this handbook is to provide a summary of the school's rules, expectations, possible consequences, and some procedures for parents and students. Everything can not be covered in this document, and this handbook is subject to change at any time.

## SCHOOL-PARENT COMPACT

*Pleasant Hill District 69 acknowledges that this compact informs the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the school's high standards.*

### The teaching staff and administration of Pleasant Hill School will

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that will enable the participating children to meet the Illinois student academic standards as follows:
  - Students will be given a screening assessment to help monitor progress in the five components of reading.
  - Students identified as "at risk" will receive additional small group instruction from a highly qualified Title I Reading Specialist.
2. Discuss the school parent compact at the Meet the Teacher event.
3. Hold scheduled parent-teacher conferences twice a year.
4. Provide parents with frequent reports on their children's progress.
5. Provide parents reasonable access to staff for conferences and classrooms for observations.
6. Provide parents opportunities to volunteer at school.
7. Provide parents information about teacher qualifications upon request.

### Parents, guardians, and/or adult family members will support our children's learning in the following ways:

1. Check assignment notebooks or book bags each night and return them signed.
2. Make sure students attend school **ON TIME** and **EVERY DAY** unless ill.
3. Attend all parent-teacher conferences
4. Communicate with the teacher by calling or writing notes
5. Stay informed about what is happening at school and with our child's learning
6. Attend parent workshops and other school events with my child
7. Make sure my child reads at least 10 minutes every night

### Students at Pleasant Hill School agree that it is our responsibility to do the following for success at PHS:

1. Write assignments in assignment notebooks and take work home each day
2. Read for 10 minutes at home every day
3. Come to school **EVERY DAY**, and **ON TIME** ready to learn

# PANTHER PAWS

## GUIDING PRINCIPLES

We have four guiding principles at Pleasant Hill Elementary. We expect our students, faculty and parents to...

***BE POLITE*** and ***RESPECTFUL*** to others

***BE ACCOUNTABLE*** to ALL

Be ***WILLING*** to ***TRY***

Be ***SAFE*** to ***LEARN***.

## School Hours

The school day for students is **7:55 AM to 2:50 PM** Monday through Friday, except for vacation or shortened schedules. Children are not to be on school grounds before 7:30 AM. Once students arrive on school grounds, they are to remain on school grounds until dismissed. Students are not to stay on school grounds when school is dismissed unless supervised by a staff member.

Students will report directly to the gymnasium when they arrive at school. Students who eat breakfast will be dismissed from the gym to the cafeteria then return to the gym. Teachers will pick up all students from the gym at 7:55 AM. First period begins at 8:00 AM. All students who are not sitting with their class at that time are considered tardy.

*First bus dismissal is at 2:50 PM.* Students who walk home from school or have pre-arranged rides will be dismissed through the front door after the first round of buses. Parents or their designees **MUST** pick them up at the front door. ***If students will be picked up by someone other than a parent or legal guardian, the school MUST be provided with advance notice. Call before 2:00 PM to make a change. A note must be on file in the office if students are allowed to walk home.***

*Second load bus students* will remain in their classroom until dismissed to the gym. Second load students will be dismissed from the gym to the bus. Students are to remain in the designated area unless they have specific business with the office or a note from a teacher. Students should immediately leave school after dismissal unless they are participating in an after school activity being supervised by a staff member.

## ATTENDANCE

Daily attendance and being on time to school each day are essential to the academic success of each student. Being at school and on time are also important skills to learn now as children practice behaviors that prepare them for the work force. At Pleasant Hill we say that school is a child's "job".

- Ⓢ **I will attend school each day.**
- Ⓢ **I will attend school every day on time.**

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

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

### School Attendance Procedures

**Please call or email the school by 9:00 AM if your child is absent (637-6829 or [sdimmitt@phill69.com](mailto:sdimmitt@phill69.com)).**

In the event of any absence, the student's parent or guardian is required to call or email the school before 9:00 AM to explain the reason for the absence. If the school is not notified, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Unexcused absences may be reported to the TARGET Truancy Officer.

Students must report to the office after an absence to get an admit slip. Students will not be allowed back into their classrooms without an admit slip. All absent notes should be taken to the office, not given to teachers.

**Excused absences** include illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused.

NOTE: More than 3 consecutive days absent will require a doctor's note to verify the illness. This is required for the entire absence to be excused.

**Unexcused Absences:** All reasons for being absent from school not listed above will be considered unexcused. The following are **examples of unexcused** absences: missing the bus, oversleeping, skipping school, no clean clothes, hair appointments or similar activities, car trouble, shopping, alarm problems, unapproved family vacations (no advanced notice to school), no written excuse or phone call from parent/guardian, or any other absence classified as unexcused by the administration.

On any UNEXCUSED absence:

- Administration may **follow up with parents** by any of the following: call to parent/guardians, home visit, or student or parent conference. If parents cannot be reached, a letter may be sent requesting a reason for the absence. Administration will remind parent of excusable reasons and the law. The TARGET Truancy Officer may be notified.
- **3<sup>rd</sup> unexcused** - Administration will refer the family to the \*TARGET Truancy Officer. Administration and the TARGET truancy officer will work together with family.
- Students with unexcused absences may be given consequences and assigned detention or in school suspension time to **make up work**. Work missed during an unexcused absence may not receive full credit.

**CHRONIC TRUANT:** State of Illinois identifies students with chronic truancy as students with 5% or more unexcused absences. Chronic truants will be referred to the TARGET Truancy Officer.

**\*TARGET** is the truancy office for Peoria County and is housed in the Peoria County Courthouse. This program is funded by the Peoria County Board and the state of Illinois and offers resources to help schools partner with families to get children to attend school regularly and on time. Pleasant Hill SD 69 administration reserves the right to notify TARGET of excessive absences regardless of excused or unexcused.

**TRUANCY** at Pleasant Hill School means a student who has missed 10% excused and/or unexcused (all absences) of the days registered at Pleasant Hill. Administration may contact a family at any point the student becomes TRUANT. Pleasant Hill truancy is NOT just unexcused absences. A referral may be made to the TARGET Truancy Officer for any truant.

**Make-Up Work:** If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school must make up the work, but may not get credit for all missed work. Parents may request homework by calling the school office no later than 9:00 AM. Parents may pick up the homework from the school office after 2:30 PM.

© **I will make up all homework I missed when I was absent.**

**Planned Vacations:** Planned vacations are not recommended because attendance at school is so essential. Should a family decide to have a family vacation while school is in attendance, the parent should do the following:

- Call or stop in the office at least 3 days prior to the first day of school missed.
- Fill out a planned vacation form to notify teachers regarding assignments and deadlines.
- Parents should make sure the student completes all work by the dates assigned. Failure to complete work within the time frame given by a teacher may result in a grade of "F".

**Release Time for Religious Instruction/Observance:** A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

## Tardiness

### ☉ I will be on time every day.

Students should strive to be at school on time. Students are considered tardy at 8:00 AM if they are not sitting with their class. Excessive tardiness may result in office consequences. Before consequences are issued, school administration will work with students and families to resolve issues related to tardiness. Some of these interventions may include tardy contracts, home visits, parent conferences, or support from TARGET, Peoria County's truancy program. Office consequences may include lunch detentions, after school detentions, or in school suspensions.

## APPOINTMENTS (Dental or Medical)

Students may be excused from school for medical or dental appointments with the privilege of making up the work missed if notice of the appointment is sent in advance. If the child is absent for more than one hour, the student shall be counted absent for half a day (according to school law). *Students may be permitted to leave school only when a parent signs out the child from school at the office. No child will be dismissed directly from the classroom.*

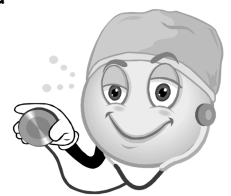
## Illness

Should a student become ill during the day, office personnel will contact the parent. At no time should a student call the parent from any phone, but in particular their cell phone without permission. Cell phones should be off and in a locked locker during the school day. Parents must come into the office to sign out the student. Please remember we do not have a nurse on staff.

### ☉ I will not come to school when I am contagious and might make my friends sick.

It's not always easy to decide when to keep an ill child home from school and when to send them back to school. The timing of the absence is important in order to decrease the spread of disease to others. The following guidelines may help each parent decide whether to keep their child home from school due to illness.

- **Chicken pox:** A skin rash consisting of small blisters, which leave scabs. A slight fever may or may not be present. There may be blisters and scabs all present at the same time. Your child should remain home until all blisters have scabbed over, usually 5-7 days after the appearance of the first crop of blisters.
- **Common cold:** Irritated throat, watery discharge from the nose and eyes, sneezing, chills, and general body discomfort. Your child should remain home if symptoms are serious enough to interfere with your child's ability to learn. Medical care should be obtained if symptoms persist beyond 7-10 days, fever develops, or discharge becomes yellow to green.
- **Fever:** If your child's temperature is 99.6 degrees or greater he/she should remain home until he/she has been without fever for a full 24 hours. Remember fever is a symptom indicating the presence of an illness.
- **Flu:** Abrupt onset of fever, chills, headache and sore muscles. Runny nose, sore throat, and cough are common. Your child should remain home from school until symptoms are gone and the child is without fever for 24 hours.
- **Pain:** If your child complains, or behavior indicates, that he/she is experiencing persistent pain, he/she should be evaluated by a physician before your child is sent to school.
- **Pinkeye:** Redness and swelling of the membranes of the eye with burning or itching, matter coming from one or both eyes, or crusts on the eyelids. Your child should remain home from school until receiving 24 hours of





antibiotic therapy, as determined by your physicians, and discharge from the eyes has stopped.

- **Skin Rashes:** A physician should evaluate skin rashes of unknown origin before your child is sent to school.
- **Strep Throat and Scarlet Fever:** Strep throat usually begins with fever, sore and red throat, possibly pus spots on the back of the throat, tender swollen glands of the neck. With scarlet fever there are all the symptoms of strep throat as well as a strawberry appearance to the tongue and a rash of the skin. High fever, nausea and vomiting may also occur. Your child should remain home from school until receiving a full 24 hours of antibiotic therapy and until without fever or vomiting for 24 hours. Most physicians will advise rest at home 1-2 days after a strep infection.
- **Vomiting and Diarrhea:** Stomach ache, cramping, nausea, vomiting and/or diarrhea, possible fever, headache, and body aches. Your child should remain at home until he/she is without vomiting, diarrhea, or fever for a full 24 hours. If your child has had any of these symptoms during the night, he/she should not be sent to school.



## **Lice: No Nit Policy**

### **☉ I will stop lice from spreading to my friends at school.**

In order to control the outbreak of head lice, Pleasant Hill School has adopted a "no nit" policy. Children will be periodically checked at random for head lice. If live lice or nits are found, the student will be sent home for treatment. After the child has been treated and all nits removed, parents are required to bring the child to school to be rechecked. Children who have remaining nits will again be sent home. The child must be found free of nits before being allowed to return to class. Please make every effort to treat this problem and keep your child in school so that they do not miss instructional training that is so important to their success in school. We know how difficult this can be, but your cooperation is appreciated.

## **Medication**

### **☉ I will turn in any medication I bring to school to the office.**

All medication brought to school must be turned into the school office. This includes over-the-counter medicines such as Tylenol, cough drops, throat sprays, ear drops, Ibuprofen, etc. **Pleasant Hill School will not provide any over the counter medicines for students.** Over the counter medicines must be provided by a parent with the appropriate form in the office. Students may not carry medication with them in school and may not be stored in a teacher's desk. Inhalers may be carried if it has been pre-approved by the parent and school office. If your child has asthma and uses an inhaler, an inhaler should be available for your child at school.

Non-prescription medication requires an authorization form signed by the parent to be on file in the office. Medications must be in the original labeled container, with the expiration date evident. Instructions should include dosage, reason for treatment, and the times to be given. **Pleasant Hill School will not provide any over the counter medicines for students; over the counter medicines of any kind can only be provided by the parent/guardian.**

Prescription medication requires a Doctor's Request for Administering Medicine Form to be on file in the office. This form must be signed by the physician and parent. Medication must be in the original, labeled container with dosage and schedule. A pharmacy label does not meet the requirements of a written physician's signature. Medication sent in envelopes, plastic containers, plastic bags, etc. will not be given. A parent or responsible adult should transport medication to school. Medications can be lost or stolen which could be dangerous if taken by the wrong person. Students are responsible for coming to the office at the designated time to take their medication. The school office staff will help students until they get in the routine.

Be sure to give your child his/her morning dose of medication at home. If your child does not receive his/her medication prior to school, the parent may be called to bring the medication to school and administer it. Parents must pick up medication at the end of the school year. Any medication not claimed by the designated date will be discarded.

Ⓢ **Food Allergies** Please notify the school office if your child has any food allergies. Provide written documentation, instructions, and medications as directed by your physician. A Food Allergy Action Plan must be kept on file for each student with a documented allergy. Please educate your child in the self-management of their food allergy including *safe and unsafe foods, how to avoid exposure to unsafe foods, symptoms of allergic reactions, and when to tell an adult they may be having an allergy-related problem*. Discourage your child from trading food with others. **We have students VERY allergic to peanut oil and ask parents to refrain from sending products made of peanut oil whenever possible, especially items containing peanut butter.**

### Immunization, Health, Eye and Dental Examinations

Ⓢ **My physicals, immunizations, and other exams are on file in the office.**

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

1. Entering Kindergarten or school for the first time;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by the first day of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations.

### Eye Examination

All students entering Kindergarten or the school for the first time must present proof by the first day of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof, allows the school to hold the student's report card until the student presents: (1) of a completed eye examination, or (2) that an eye examination will take place within 30 days.

### Dental Examination

All children entering Kindergarten, the second and sixth grades must present proof of having been examined by a licensed dentist before the first day of the current school year. Failure to present proof allows the school to hold the child's report card until the student presents: (1) of a completed dental examination, or (2) that a dental examination will take place within 30 days.

## Other Important Procedures and Information

**Use of Bicycles:** Students are not permitted to drive automobiles, motor scooters, or other motor vehicles to school. If students ride a bicycle to school, it must be parked in the bike racks and locked immediately upon arrival at school. Bicycles are not to be ridden in the bus lanes. Bicycles are to be "walked" in the immediate area of the school. School is not responsible for stolen bicycles or vandalism while on school property.

### Book Rental Fees

© **I will treat my textbooks with respect and return them undamaged.**

Book rental fees of \$30.00 per year are charged for each student in grades kindergarten through eighth grade. Students are responsible for each book, which is issued to them. When textbooks are issued, students should write their names on the slips in the front of the books. The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

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

Books must be turned in at the end of the year or upon withdrawal from school. Fines will be levied when textbooks are lost or damaged beyond ordinary wear, such as broken bindings, damaged covers and ink spots. Charges for lost or damage books will be 100% assessment of purchase price of the book to be determined by appropriate staff. Students having any outstanding fees may not be allowed to attend certain activities including field trips or graduation, and may have report cards and diplomas withheld until all fees are paid in full. Fees will carry over until the next school year if not taken care of by the end of the current school year.

## **Bus Transportation**

*Parents of Bright Futures Students:* Your student can only be dropped off at the bus stop with an adult of 18 years or older. Please make sure your child's teacher has the name of the adult who will be at the bus stop where your child is dropped off. The teachers will update the bus drivers as needed.

*Parents of Kindergarten Students:* Your kindergarten student will only be dropped off at the bus stop after school if there is an adult, known caretaker, or sibling present. If no one is present at the bus stop for your student, the student will be brought back to school. The school will notify you and you will need to pick up your student here at school by 3:30 PM when the office closes. Please be aware that drop off times can vary up to 10 minutes.

ALL STUDENTS: Please be aware that pick up and drop off times may vary up to 10 minutes.

**Cafeteria Student Breakfast and Lunch** Breakfast and lunch are provided each day a school is in session. Students can bring their own lunch but must pay for their milk. Milk is available for 30¢ each. All money should be sent to school in an envelope with the student's name and grade displayed on the outside and a note detailing what the money is for.

Pleasant Hill School District uses an online student management program called Teacherease. Parents who sign up will be able to log on and find out how much a student owes at any time. The school will still attempt to send a notice home if a student owes more than \$10.00 in fees. Please make every effort to keep your child's fees paid.

**Classroom Treats** Please let your student's teacher know that you would like to bring treats to school. We ask that you make every effort to bring nutritious store bought treats. Treats will be served at the end of the school day.

**Corporal Punishment** Illinois law prohibits the use of corporal punishment by school authorities. Teachers and administrators have a legal right to use reasonable force as needed to maintain safety for students and themselves. Teachers and administrators may remove a disruptive student from a classroom and will provide due process to the student.

**Accommodating Individuals with Disabilities** Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

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

**Emergency Information** *Please be sure to have all emergency contacts updated in the office. Each student must have at least one phone number other than the parent for an emergency contact.*

**Equal Opportunity and Sex Equity** Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

**Emergency School Closings** In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. You may also check the school's website at [www.phill69.com](http://www.phill69.com).

**English Language Learners** The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

## Field Trips

### ☉ I will meet all criteria to attend any field trips.

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. *Volunteer chaperones will be asked to sign an agreement with the teacher and school.*

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

- Failure to receive appropriate permission from parent/guardian or teacher
- Failure to pay outstanding meal, book, or other fees
- Failing any class (5<sup>th</sup>-8<sup>th</sup> grades)
- Behavioral or safety concerns-no suspensions during the 9 weeks, or at school administration's discretion, of the class trip (5<sup>th</sup>-8<sup>th</sup> grades)
- Lack of attendance (missing 10% or more (chronic truancy)-5<sup>th</sup>-8<sup>th</sup> grades); per administration's discretion
- Other reasons as determined by the school administration

**Grievance Procedure** A grievance is a difference of opinion raised by a student or group of students involving the meaning, interpretation or application of established policies regarding civil or human rights, difference of treatment, or the of the legal requirements of civil or human rights legislation.

This procedure is not intended to limit the option of the district and a grievant to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place that will afford a fair and equitable opportunity for all persons. The grievance procedure is not required if the grievant prefers other alternatives such as the Office of Civil Rights (OCR) or the courts. Due process shall exist throughout the procedure with the right to:

- Representation
- Presenting witness and evidence by confidentiality
- Reviewing relevant records
- Proceeding without harassment and/or retaliation

More detailed information is available in the office of the Superintendent. Time limits refer to days when school is in session. The grievance procedure for students is published in the district student handbook and publications that reach all students including those in special education. The procedure along with explanations, due process and directions, are available for inspection in the Superintendent's office. It is the policy of this district that all grievances be resolved quickly and at the lowest step possible.

- A grievant is defined as any student or group of students submitting a grievance in their own behalf
- Days are defined as days when school is in session
- Right to Representation
- A grievant(s) may choose to be represented by an attorney or other person of their choosing, such as a relative or advocate - issues of ordinary school operation should however, be resolved as informally as possible
- Right to Present Witness and Evidence
- Grievant(s) shall be allowed to present the grievance with relevant evidence and pertinent witnesses - both parties shall have the opportunity for hearing and questioning witness(s)

All participants shall adhere to the time limits prescribed for each level. Failure by the administration at any step of the procedure to communicate the decision of the grievance within the specified time limit shall permit the grievant(s) to proceed to the next step. Failure on the part of the grievant(s) to appeal the decision to the next part of the grievant(s) to appeal the decision to the next step within the specific time limits shall be an acceptance of the decision rendered at that step.

Unless state laws and right-to-privacy laws are violated, a relevant record with names and identifying information must be made available to the

grievant(s) for use as evidence in the grievance issue. During the grievance procedure except at Step III and IV...the grievant(s) shall have the right to designate whether the procedure and meeting will be confidential, including names and related information.

The student(s) and/or parent(s) should discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of the time when a reasonable alert person should have been aware of the event-giving rise to a grievance. An oral response must be made within five (5) days.

If the problem is not resolved, the grievance should be referred informally to the school administration. A meeting must be held within five (5) days from notification of referral and an oral response made within five (5) days.

If the grievance is still not resolved it should be submitted in writing within ten (10) days to the District Superintendent and Equal Opportunity Coordinator of Title 1X, Section 504, and other applicable civil or human rights laws. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be documented. Extra time, if needed, can be mutually agreed upon. A meeting must be held between the grievant and district representative within the ten (10) days and a written response made within five (5) days.

If the issue is not satisfactorily resolved, the grievant(s) may appeal the grievance in writing to the School Board within five (5) days from the receipt of the written response. The Board shall consider the appeal within sixty days (60) and a written response shall be given within five (5) days. The decision of the Board shall be binding and final.

**Hallway Lockers** Each student in 6th, 7th and 8th grade will be assigned a hallway locker. Lock rental fees are \$3 per year. This lock rental fee will provide the student with a lock on their hall locker. Locks are required and must be purchased from the school. No personal locks are allowed on lockers. Cell phones must be locked in lockers during the school day.

Locks must be turned in at the end of the year or upon withdrawal from school. Locks that are lost or damaged beyond ordinary wear will create a charge which will be 100% assessment of purchase price of the lock. Students owing money for lock fees, lost or damaged locks may have report cards and diplomas withheld or may not be allowed to attend field trips until all fees are paid in full. Fees will carry over until the next school year if not paid by the end of the school year.

**Homeless Child's Right to Education** When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

(1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

(2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

**Honor Roll** Students assigned to grades 2 through 8 will be eligible for the Honor Roll of Academic Achievement every 9 weeks when report cards are distributed. Students earning all A's or one B and the remainder A's qualify for the High Honor Roll, and students earning grades which are all B's or higher qualify for the Honor Roll. All courses are included in Honor Roll calculations.

*8<sup>th</sup> grade valedictorian and salutatorian are determined by end of the year grades from 5<sup>th</sup>-8<sup>th</sup> grades. Should a tie exist, 9 weeks grades will be used.*

**Insurance** Insurance is offered to the students of Pleasant Hill School. At the beginning of the school year, information concerning the company and cost will be made available to all students. There is no cost for insurance coverage during the school day. Year round coverage is available at additional cost to you.

**Acceptable Use Guidelines (Internet)** Your son/daughter may have the opportunity to go "on-line" to research educational topics through the Internet. Every effort has been taken to provide a "filtered access" that permits access to only information appropriate to educational use. In addition, digital cameras, videotaping and photography may be used when multimedia is applied to the curriculum as well as when information is disseminated to the community.

Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised access. Please read this document carefully before signing.

All use of the Internet 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 prescribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Internet Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

#### Terms and Conditions

1. **Acceptable Use** - Access to the District's Internet must be for the purpose of education or research, and be consistent with the educational objectives of the District.
2. **Privileges** - The use of the District's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all 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 are responsible for your actions and activities involving the network. Some examples of unacceptable uses are: Using the network 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 of software, regardless of whether it is copyrighted or checked for viruses
  - Downloading copyrighted material for other than personal use
  - Using the network for private financial or commercial gain
  - Wastefully using resources, such as file space
  - Gaining unauthorized access, restricted school or third party systems
  - Invading the privacy of individuals or disclosure of personal information without consent
  - Using another user's account or password
  - Posting material authored or created by another without his/her consent
  - Posting anonymous messages
  - Using the network for commercial or private advertising
  - Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material
  - Using the network while access privileges are suspended or revoked
3. **Network 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 messages to others.
  - Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
  - Do not reveal the personal addresses or telephone numbers of students or colleagues.
  - Recognizes that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - Do not use the network in any way that would disrupt its use by other users.
  - Consider all communications and information accessible via the network to be proprietary.
4. **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 negligence, errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.



5. Indemnification - The user agrees to indemnify the School District for any losses, costs or damages, including reasonable attorney fees whether incurred for negotiation, trial or appellate purposes incurred by the District relating to, or arising out of, any breach of this Authorization.
6. Security - Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account under any circumstances. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
7. 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 is not limited to, the uploading or creating of computer viruses.
8. Telephone Charges - The District assumes no responsibility for unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

**Copyright Web Publishing Rules** - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Web or on District Web sites or file servers, without explicit written permission.

- a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
- b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
- d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

**Use of Electronic Mail** - The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the School District's electronic mail system constitutes consent to these regulations.

#### Internet Safety

Internet access is limited to only those "acceptable uses" as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in this *Authorization*, and otherwise follow this *Authorization*.

Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in this *Authorization*.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

9. Students and parent(s)/guardian(s) need only sign this Authorization of Internet Access once while enrolled by the School District. Parents should read this Authorization of Internet Access and understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. Parents hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. Parents accept

ull responsibility for supervision if and when a child's use in not in a school setting. Parents should discuss the terms of this Authorization with their student.

**Lead Contamination** Congress legislated a ban on use of all lead solder and pipe as a part of the Safe Drinking Water Act Amendment of 1986. The language in those amendments requires that all public water suppliers notify their water consumers of the potential dangers of lead in drinking water, and provide information regarding steps consumers can take to prevent ingesting water containing high lead levels. To prevent lead contamination, remember:

- Use only cold water for drinking, cooking and preparing baby formula
- If water has not been run in your home, school, or business for several hours - overnight, on weekends, during vacation periods - turn on the tap and allow the water to run until you feel a temperature change
- This will remove or flush the water, which has been standing in the pipes, and supply water directly from the public water supply distribution system .
- Home softeners should not be plumbed to the cold water, which is used for drinking and cooking - a separate pipe can be installed for cooking and drinking, or the softener can be installed to include only hot water processing
- Place a glass or pitcher of water in the bedroom or bathroom for small children or members of the family who get up in the night for a drink of water - store some drinking water in a glass jug in the refrigerator for drinking

**Library Books** Students who fail to return a book will be responsible for the cost of replacing that book. Failure to pay those replacement costs may mean that those students may not be eligible to participate in field trips, graduation, other special activities, and not be eligible for receipt of a report card or diploma. Pleasant Hill does not have a paid librarian.

**Lost and Found** Articles, which are found, are to be turned into the office. If you wish to check for a lost item, secure a pass from a teacher and report to the office. Don't bring valuable items (radios, CD's, cell phones, video games, watches, iPods, or other electronic devices, toys, etc.), or large sums of money to school. **Pleasant Hill School District 69 is not responsible for lost, stolen, or damaged personal property that is brought to school.**

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

**Medicaid Reimbursement** Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services. Therapy and diagnostic services provided to your child are partially reimbursable. Unless you object in writing, SEAPCO will claim Medicaid/Kid Care reimbursement for services provided. These claims will have no impact on your ability to receive Medicaid funding either now or anytime in the future. If you do not object to this release information related to Medicaid claims for your child, do nothing.

**No Child Left Behind** As a result of legislation passed by Congress called No Child Left Behind, parent/guardian of each student attending any school receiving funds under Title 1, Part A, may request, and the district will provide to the parent/guardian on request, information regarding the professional qualifications of the student's classroom teachers.

**Parental Involvement (Title 1)** The school annually has a meeting for all Parents/Guardians which takes place at a Meet the Teacher event. At the meeting, the school will discuss parental involvement and opportunities for Parents/Guardians to get involved in the education of their children.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

**Pesticide Application Notice** The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the office. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

## **Physical Education**

### **☉ I will wear my tennis shoes to PE.**

Physical Education is a required course all students must take each year. Students are to have the required tennis shoes to wear on the days that they have PE. These tennis shoes must be shoes that have backs and will not be kicked off the student's foot easily. It is recommended that students wear shoes that tie and not wear skate shoes or shoes that slip on. Students may be excused from PE upon written medical statement from a physician or on a day-to-day basis because of illness if a note is sent from the parents (more than 3 consecutive absences will require a doctor's note).

**Report Cards** Pleasant Hill School is on a nine week grading system. The teachers distribute report cards every nine weeks and progress reports during the 9 weeks. All parent/guardians are requested to attend a conference with their child's teacher twice a year.

Grades PreK-1st will be utilizing a standards based report card. The academic grade is the teacher's evaluation of scholastic progress based on formal and informal classroom assessments. The grading scale used in 2nd-8th is: A=93-100, B=84-92, C=75-83, D=66-74, F=65 and below.

All four of the student's nine week grades will be used to determine the yearly average. The yearly average will be the basis for promotion or retention.

*Progress Report Cards:* By the end of the four and a half-week of each nine-week grading period, a report is sent home to the parents regarding your student's progress. At this time, the parent has the opportunity to request a conference with the teacher. We highly encourage parents to engage in parent-teacher conferences, by appointment, for the betterment of communication, as well as the overall improvement of the learning process. A parent may request a conference with a teacher at any time during the year.

## **Request to Access Classroom or Personnel for Special Education**

**Evaluation or Observation** The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

**Retention/Promotion** The decision to promote a student to the next grade will be based on successful completion of the curriculum, attendance, and ISAT and other assessments. An individualized learning plan will be developed for each student who is not promoted. Students failing to meet these requirements at the end of the year may be retained.

1. A 5<sup>th</sup> -8<sup>th</sup> grade student must pass at least five (5) of the following subjects: Language Arts, Reading, Math, Science, Social Studies, and Physical Education.
2. Students must pass both the U.S. Constitution and the Illinois Constitution tests in order to be promoted to high school.
3. The school administration has the final determination of a student's promotion.

**Safety Drill Procedures and Conduct** Safety drills will occur at times established by the superintendent. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

**Search and Seizure** In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

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

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

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

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

**Child Sex Offender/Child Murderer** Child sex offenders or child murderers, who are parents of children enrolled in our district, are limited in the instances they are allowed on school property.

At no time shall a child sex offender or child murderer be on school property without the expressed consent of the superintendent.

**Sex Offender & Violent Offender Community Notification Laws** State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

**Sexual Harassment** Sexual harassment of students or staff is prohibited. Sexual harassment is defined as follows:

1. An employee's or District agent's unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that denies or limits the provision of educational aid, benefits, services or treatment, or that makes such conduct a condition of a student's academic status.
2. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students imposed on the basis of sex that has the purpose or effect of:
  - Substantially interfering with a student's educational environment
  - Creating an intimidating, hostile, or offensive educational environment
  - Depriving a student of educational aid, benefits, services, or treatment
  - Making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

Students who believe they are victims of sexual harassment are encouraged to discuss the matter with a teacher or the superintendent. An allegation that one student was sexually harassed by another shall be referred to the superintendent.

**Student Records** All school records pertaining to students are considered confidential. Such confidentiality is for the sole protection of the student and /or is/her parents. Such files and records contain several categories of information as outlined below:

- Cumulative data in the student's permanent record includes official administrative records that constitute the minimum personal data necessary for operation of the education system. Data includes Student's name, Birth date, Race, Gender, Name and address of parents or guardian, Academic work completed, Achievement test scores, Attendance data, Health records, accident reports, and a record of release of permanent record information. The permanent record may also contain information concerning honors and awards received, and participation in school-sponsored organizations.
- Cumulative data in the student's temporary record consists of all information not required in the student permanent record and may include Family background information, Intelligence test scores, Aptitude test scores, Reports of psychological evaluations including data on intelligence - observation or interviews, Elementary and secondary achievement level test results, Participation in extra-curricular activities, including any offices held in school-sponsored clubs or organizations, Honors or awards received, Teacher's anecdotal records, Disciplinary information, Special Education files - including the report of the multi-disciplinary staffing, All records and recordings relating to special education placement hearings and appeals, Verified reports or information from non-educational persons, agencies, or organizations, Verified information of clear relevance to the education of the student, and A record of release of temporary record information.
- Cumulative records may be available for inspection by a student and/or parent upon request. However, a student and/or parent without

the assistance of appropriately trained professional personnel capable of assuring accurate interpretation of temporary data may not inspect temporary records.

**Dissemination of Records:** The school may, without consent of parents of students, share information regarding permanent and temporary records with other school officials, including teachers, within the district who have a legitimate interest and who are involved with promoting the welfare of the student.

The records of the student shall be transferred by the records custodian of a school to another school in which the student has enrolled or intends to enroll upon request of the records custodian of the other school or the student, provided that the parent receives prior written notice of the nature and substance of the information to be transferred and opportunity to inspect, copy, and challenge such information. If the address of the parent is unknown, notice may be served upon the record custodian of the requesting school for transmittal to the parents. Such service shall be deemed conclusive, and ten (10) school days after such service, if the parents make no objection, the records may be transferred to the requesting school.

The school shall grant access to information contained in school student records to persons authorized or required by State or Federal law to gain such access provided that: (a) such person shall provide the school with appropriate identification and a copy of the statute authorizing such access; and, (b) the parent receives prior written notice of the nature and substance of the information to be released and an opportunity to inspect, copy and/or challenge such information.

**Directory Information:** The district intends, in the conduct of its business, to disclose personally identifiable information from the educational records of students in attendance in its schools that has been designated as directory information. Such information shall include name, address, gender, grade level, birth date and place, guardian names and addresses, major field of study, height, weight, academic awards, degrees, and honors, data related to school sponsored activities, organizations, and athletics, period of attendance and previous schools attended. The guardian of the student or the eligible student has the right to refuse to permit the release of any or all such directory information. Anyone wishing to restrict such release of the directory information may do so by notifying the school officials in writing prior to the first day of school in any school year. Guardians have the right to inspect and challenge any information contained in a school student record prior to transfer of the record to another school district. Guardians have the right to challenge any entry exclusive of grades in the student's record on the basis of accuracy, relevance and/or propriety.

Copies of the board's policy regarding parent and student's rights may be obtained from the District Office. Parents have the right to copy any school student record or information contained therein. Cost per page shall be \$.35. No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit or insurance the securing by any information from the student's temporary record which such individual may obtain through the exercises of any right secured under the act. Persons who believe the district has not complied with the requirement of the "Privacy Rights of Parents and Students" have a right to file a complaint regarding such alleged failure to comply.

In June of each calendar year, 8<sup>th</sup> grade student records are sent to Limestone Community High School. Any parent that wishes to inspect the records must do so prior to the end of the school year. Pleasant Hill maintains student records in accordance with the state law. Student permanent records and the information contained therein, are maintained for not less than 60 years after the student has transferred, graduated, or otherwise permanently withdrawn from the school. Pleasant Hill also maintains student temporary records and the information contained in those records for not less than 5 years after the student has transferred, graduated, or otherwise withdrawn from the school.

**Telephones** The office phones are for official school business only. Students who must call home at the request of a teacher should do so in that teacher's classroom. Students, who are staying after school for any activities should arrange for transportation home ahead of time and not wait to phone from school. **Student cell phones may not be used during the day and must be turned off and locked in his/her locker.**

**State Testing** Pleasant Hill School is mandated by the state of Illinois to participate in the ISAT (Illinois Standards Achievement Test). Regular education and special education students in grades 3-8 are required to participate. The ISAT is a measure of how each student is meeting the standards for reading, math, and science set by the state. The results of each student are added together to measure the success of our whole school. That measure is called AYP (adequate yearly progress).

The next ISAT tests will be given in March. *Please make sure that no vacations or appointments are scheduled during this time.* See school calendar for specific dates.

**Video & Audio Monitoring Systems:** A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

**Visitors:**

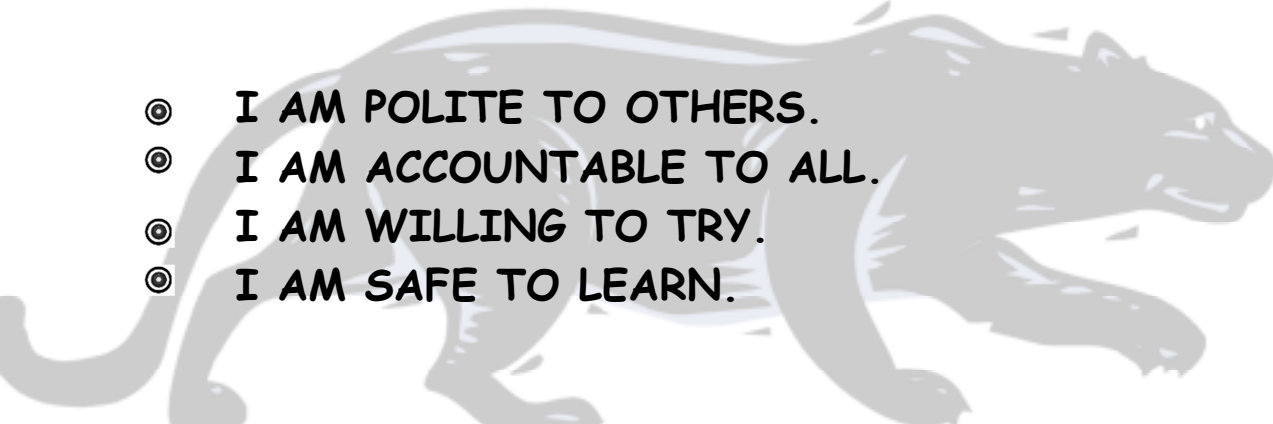
- © **My parents will contact teachers to arrange classroom visits or meetings.**
- © **My parents will check in and out of the office every time they visit.**

We welcome parents/guardians to visit their student's classrooms. Due to student safety and reduction of interruption to the instructional program, we have a few procedures for all visitors to follow.

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors must sign in and must wear a visitor's tag. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.



# DISCIPLINE POLICY

- 
- Ⓞ I AM POLITE TO OTHERS.
  - Ⓞ I AM ACCOUNTABLE TO ALL.
  - Ⓞ I AM WILLING TO TRY.
  - Ⓞ I AM SAFE TO LEARN.

The matrix on the next page details the School Wide Expectations -**PANTHER PAWS** for students in many school settings. The purpose of these expectations is to give clear guidelines to students so that there is no question about what is expected in terms of student behavior. All staff members take time the first few days of school to introduce and teach these expectations to all students. Students are then expected to follow our School Wide Expectations-**PANTHER PAWS**. Many times throughout the year, members of our staff continue to review and practice our School Wide Expectations-**PANTHER PAWS** with our students. **We believe that proper behavior must be taught, reinforced, and expected from all students at all times.**

Consequences for violations of the expectations are identified in 3 levels:

## **Level 1 (Classroom Consequence)**

### **Minor Behavior Report**

Level 1 referrals are those infractions that are minor but interfere with normal classroom, school, or bus operations.

## **Level 2 (Office Referral)**

### **Major Behavior Report**

Level 2 referrals are those that are frequent or serious and disrupt the classroom, school, or bus climate.

## **Level 3 (Office Referral)**

### **Major Behavior Report**

Level 3 referrals are acts directed against other people or property and that may endanger the health and safety of others in the school.

**PANTHER PAWS**

**School Wide Expectations**

<i>Setting</i>	<i>Be POLITE to all</i>	<i>Be ACCOUNTABLE</i>	<i>Be WILLING to TRY</i>	<i>Be SAFE to LEARN</i>
<b>Classroom</b>	-By using kind words and manners -By raising hand -By listening -By being honest and respectful	-By being prepared -By following directions the first time -By keeping area clean	-By waiting patiently -By doing your best -By sharing -By being ready to learn	-By KHFOOTY -6 on the floor -By using supplies appropriately
<b>Hallway</b>	-Using kind words and manners -By listening -By being honest -By taking turns and waiting quietly	-By following directions the first time -Keep voice quiet -By keeping area clean -Let an adult know if there is a problem	-By waiting patiently -By doing your best -Helping others to follow expectations	-By KHFOOTY -By keeping floors dry -Walking a straight line with hands to side
<b>Restroom</b>	-By using kind words and manners -By keeping self clean -Taking turns -Waiting quietly	-By following directions the first time -By keeping area clean -By washing hands -By flushing -Let an adult know if there is a problem	-By waiting patiently -By MYOB -Helping others to keep the area clean	-By KHFOOTY -By keeping floors dry -By washing hands
<b>Assembly</b>	-By using kind words and manners -By listening -Using good sportsmanship	-By following directions the first time -Let an adult know if there is a problem	-By waiting patiently -Be prepared to respond positively	-By KFOOTY -By walking the bleachers properly -Keep bleachers and gym clean
<b>Cafeteria</b>	-By using kind words and manners -By keeping self clean -Eat only my own food -Use restaurant voices -Ask to have things passed to you in appropriate manner	-By following directions the first time -By keeping tables and floors picked up  -Let adult know if there is a problem	-By waiting patiently -Speak in a restaurant voice -Attempt to try all foods served	-By KHFOOTY -By using equipment properly -Keep food in cafeteria
<b>Playground</b>	-By using kind words and manners -By showing good sportsmanship -By taking turns	-By following directions the first time -By keeping area clean	-By waiting patiently -By sharing when appropriate -Play with friends	-By KHFOOTY -By lining up calmly -By using equipment properly -By lining up when the whistle is blown
<b>Bus</b>	-Respect the bus driver -By using kind words and manners -By remaining seated	-By following directions the first time -By keeping area clean	-By waiting patiently -By observing the time schedule	-By KHFOOTY -By keeping aisles clean

**Assembly Expectations** Enter and exit the gymnasium following PAWS LAWS.

Talking or noise making by the audience during the performance or the selection is considered disrespectful.

Give applause out of courtesy for the performing group. Whistling, shouting, stamping of feet, or screaming is not respectful.

Treat all guests with respect and courtesy.

**Bus Conduct** For questions concerning a bus driver or a bus route please contact Illinois Central Bus Company 309-633-0300  
6000 North Plank Road Peoria, IL 61604

The bus will be arriving at your child's designated pick-up area at approximately the same time every day. ***Please have your child at his/her stop 5 minutes before pick up time and ready to board the bus.*** Remember, handbook rules begin at the bus stop. Following is a list of expectations, which we feel, are necessary to maintain order on the bus and thereby assure safe transportation:

1. Enter the school bus in an orderly manner. Take your seat. Remain quiet.
2. Follow the instructions of the school bus driver. He/she is in charge at all times.
3. Students must remain seated at all times when the vehicle is in motion.
4. Be courteous to the school bus driver and fellow passengers. No eating or drinking on the bus. Please help to keep the school bus clean and in good condition.
5. Parent/guardians will be held responsible for restitution of any damage done to the bus vehicle.
6. The driver has the authority to assign seats at any time.
7. Students are to be at their stops at least five (5) minutes earlier than pickup time.
8. Learn emergency drill procedures and follow them at all times.
9. The aisle is to be kept empty - no feet, no arms, no book bags, etc.
10. Keep your head and arms inside the bus at all times. Nothing should be thrown from the bus.
11. The students on the bus should be quiet when the bus comes to a railroad crossing.
12. Be alert for traffic when leaving the school bus.

***Pleasant Hill School District 69 may remove a student from the bus or provide other school consequences for not meeting expectations or other misbehavior.***

### **Cafeteria Use** Basic Expectations for use include

1. No restaurant/fast food allowed for lunch. No soda please.
2. Clean up after yourself: on top of the table and look for garbage on the floor.
3. When finished eating, take your tray back to the return window in an orderly manner
4. Speak in restaurant voices.
5. Parents and others bringing sack lunches to school late must leave them in the office.
6. All food items must be eaten in the cafeteria.

Students love for their parents to come eat lunch with them. We welcome you to do so. Adult lunch visitors should notify the office if a cafeteria lunch needs to be ordered. Visitors must sign in the office and display a nametag while in the building.

The cost for adult breakfast is \$1. The cost for adult lunch is \$2.

### **Dances, Parties or Other School Activity**

1. Four chaperones are required at each activity. One chaperone must be a Pleasant Hill School District 69 employee.
2. Students need to have arranged transportation prior to the event and their ride home must be at school immediately at the end of the event. Pleasant Hill has the right to deny entrance to students from future activities if they are not picked up at a reasonable time. Parent emergency numbers or 2 emergency numbers must be provided upon entering the activity.
3. School doors will remain open for 30 minutes at the beginning of a activity.
4. Students are to use only the front door for entering or leaving the building except in the event of an emergency.
5. Only soft-soled shoes or socks may be worn on the gym floor. No hard-soled shoes will be allowed.
6. All Pleasant Hill Activities follow the same rules and expectations as found in the student handbook.
7. Violations of any rules or expectations will result in the parents/guardians being notified to pick up their son/daughter at the school.
8. Students who leave the designated areas will not be allowed to return.

**Dress Code** All students are expected to keep themselves well groomed and neatly dressed at all times. Any form of dress, jewelry, or hairstyle which is or could be considered disruptive to the classroom, will not be permitted. *Clothing of reasonable fit in the appropriate season will be permitted. The following are NOT allowed: house slippers, pajama bottoms, hats or other head coverings, halter tops, spaghetti straps, strapless tops, muscle shirts, clothing that shows the back, chest, cleavage, abdomen, or exposure of undergarments, chains on wallets or pants, sunglasses, writings or drawings on clothing which are profane, vulgar, abusive, or which may tend to incite violence or depict alcohol, tobacco, illegal drugs, or adult oriented materials., and snap off pants. Also note that shorts or skirts must be 4 inches above the knee or longer (shorts permitted only in 1<sup>st</sup> and 4<sup>th</sup> grading period). Students must remove certain items of jewelry before physical activity including dangling earrings, necklaces or bracelets. Multiple piercings and piercings other than the ear are discouraged due to the age and maturity of the children in the building. These can pose a safety hazard for any student. Students should not allow anyone to write on their bodies or write on their own body.*

Students who violate the dress code will be required to change into acceptable clothing or the office will provide clothing. Parents may be called to drop off clothing, but students should NOT miss class time due to dress code violations. Repeat offenses will result in additional disciplinary action.

## LEVEL 1 Referral

### CLASSROOM CONSEQUENCES (Minor Behavior Report\*)

Teachers have the authority and the responsibility to maintain discipline in the classroom and other areas of school. Classroom procedures and expectations will be taught and practiced the first few days of school and reviewed several times during the school year. Those expectations will be shared with parents as well. Minor behavior reports are handled by the classroom teacher and are considered Level 1 Infractions. Level 1 referrals are those infractions that are minor but interfere with normal classroom, school or bus operations. Those behaviors may include

Inappropriate language (profanity, inappropriate conversation)
Physical contact-non-serious (horseplay)
Lack of cooperation
Defiance/disrespect
Disruption/disturbing others (talking out, making noises, loud voices)
Misuse of property (repairable, minor)
Not on task/Sleeping in class
Not working in class
Late to class without a pass
Writing &/or Passing Notes
Out of assigned seat
Lying
Not prepared for class
Dress code violation
No pass
Snacks, drinks not allowed in classrooms or hallways
Playground, cafeteria, bus infraction
K-3 Grade cheating

\*Minor Behavior Reports are used by the teacher and other staff to warn a student that his/her behavior must change as further occurrences will result in a Major Behavior Report.

Classroom Consequences may include:

\*Minor Behavior Report, Conference with student about unacceptable behavior, Warning, Behavior/Classroom Management Plan, Contract, Teacher Supervised Detention (recess, lunch, PE, or after school), Loss of privileges, Time out in classroom, Parent contact-phone/written/in person, Isolate from class/peers, Referral for intervention plan, Referral to counselor (when available), Apologies-written/verbal, Write a plan of reparation related to character traits, Clean up or repair or replace, Re-teach appropriate behaviors

## LEVEL 2 Office Referral (Major Behavior Report)

Level 2 infractions are those that are frequent or serious and disrupt the classroom, school, or bus climate. Level 2 behaviors require referral to the office administration. Those office referrals will be treated as serious infractions and students will receive a major behavior report.

Office Referrals-Level 2- may include

Unauthorized area without a pass
Leaving class without permission
Dress Code Violation-repetitive
Violation of closed campus
Public Display of Affection
Pushing, Kicking, Hitting (not horseplay)
Disruptive/inappropriate behavior (sustained/repetitive/high intensity)
Refusal to follow directions (sustained/repetitive)
Bullying
Possession tobacco, matches, or lighter
Computer or internet violation
Gambling
Cell phones or other media violation
Inappropriate verbal language (repetitive)
Inappropriate physical contact
Lying (repetitive)
Cheating 4-8 Grade
Skip class/skip school
Forgery or forging of signature
Repeated or extreme classroom infractions
Bus Referral (repetitive)
Failure to serve teacher/office detention
Failure to serve in school suspension
Defiance/disrespect (sustained/repetitive/high intensity)

Office Referral Consequences may include: Parent conferences, service project, character building activity, time in office, reparations, office detention, in school suspension, or out of school suspension.

### LEVEL 3 Office Referral (Major Behavior Report)

Level 3 infractions are acts directed against other people or property and that may endanger the health and safety of others in the school. Level 3 infractions may be violations of the law; therefore, reportable to the police.

Intimidation
Fighting
Assault/battery
Sexual harassment
Hazing
Extortion
Vandalism (non-felony)
Verbal abuse of any staff
Pushing, shoving, hitting any staff
Threats or attacks
Gross computer misconduct
Non felony theft
Use of tobacco
Setting false alarms or extinguishers
Possession or use alcohol or other drugs
Fires, fireworks, explosives
Bomb threats
Gang related activities
Possession or use of weapon (e.g. knife)
Repetitive Level 2 behavior

Level 3 Office Referrals are extremely serious behavior infractions. Consequences for Level 3 Office Referrals may include an in school suspension but will typically be an out of school suspension of 1-10 days.

*Gun Free Schools:* State Law regulating Gun Free Schools requires the following: any student bringing a gun or look-alike gun to school will be automatically expelled from school for one to two years. It is also required by State Law to notify local law enforcement of this violation. *No guns of any kind are allowed on school property at any time including caps, BB guns, toy guns, look alike guns, etc.*

All Pleasant Hill employees must notify the office in the event of observing any person in possession of a firearm.

*Bomb Threats:* Students making threats to blow up the school will be automatically expelled from school for one to two years.

*Firearm, explosives, weapons:* No student while on school property or at a school activity shall possess any firearm, explosive, or any device which may be used to propel a projectile as a weapon. Violators shall be subject to expulsion from school for up to two years.

*Alcohol, tobacco products, or other drugs or look-alike drugs:*

The use of tobacco and/or alcohol is strictly prohibited on school grounds. By state law, smoking is not permitted on school grounds by anyone. Student possession/use/distribution/sale of drugs or drug paraphernalia including all controlled substances, look-alike drugs, and alcohol products on or in school property, or at school-sponsored or related activities, is prohibited. Violation of this will bring action by the Board of Education in accordance to policies and procedures.

*Gangs or gang related issues:* Gangs, satanic cults, hate groups or related activities are prohibited on school property or at school events. At no time should a student display any gang sign, symbol, or object. Gang related behaviors are serious and will be considered Level 2 and Level 3 referrals.

## **Consequences (Level 1, 2, 3)**

**Teacher Detentions** Teachers typically give students 24 hour notice for behavior detentions. Teachers or the student must notify parents before serving a detention on same day. Parents should be notified of all detentions.

**Office Detentions** An office detention is considered more severe than a teacher detention. Office Detentions are served after school until administrations discretion. Cell phone detentions will end at 3:30 pm. Students may be asked to participate in a service project, character building activity, or additional homework during detention. Students should bring homework with them. Parents will be notified of all detentions. **Students are NOT allowed an unlimited number of office detentions in one year. After 5 detentions, the administration may determine that this student's behavior is not improving and from that point on the student's consequence will move to the next level of consequence available to the student.**

**In School Suspension** In school suspensions are a consequence for very serious behavior infractions. In school suspensions can be assigned for 1-10 days. During in school suspension, students will have no privileges that their peers enjoy. Students will be allowed a lunch break and a restroom break. During in school suspension, students may be asked to participate in a service project or character building activity. Students serving in school will be able to do class work and may get credit as long as it is turned in that day or the day they return to the classroom. Work not completed or not completed on time is subject to receive no credit, but teachers may still require the work to be completed. **Students are only allowed to accumulate a maximum of 10 days of in school suspensions in one school year.**

**Out of School Suspension** is the most serious consequence outside of expulsion. Students who receive an out of school suspension may not participate in any school activities and should not be found on school property. If students who are suspended out of school are found on school property, the police may be called and the student will be charged with trespassing.

School work may be completed during an out of school suspension. Parents must request the work from teachers. Credit will be given for completed, quality homework as long as it is turned in on the day the student returns to class. If the homework is not returned upon the day the student returns, the student may receive no credit for the work, but the work may still be required to be completed. Students will be allowed to accumulate a maximum of 10 days of out of school suspensions during any school year after which the student shall be recommended to the Board of Education for expulsion or alternative placement.

Suspensions from school will be made in accordance with the requirements of the Individuals with Disabilities Act.



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

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

**No person shall harass, intimidate or bully** another based upon a race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

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

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

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

**Academic Integrity** As academic principles drive the educational process at Pleasant Hill, a high degree of academic integrity shall be maintained by all students. Cheating will not be tolerated and students caught cheating will receive severe disciplinary action (Level 2).

**Cell Phones/Electronic Devices** Cell phones, pagers, or other personal electronic media devices (including a laser light) are not to be used or on a student's person on school property during school hours. School hours are defined as 8:00 AM to dismissal bell. Use of those devices outside of school hours should never create a safety issue or disruption to other school activities. Cell phones and other electronic devices are to be turned off and left in lockers during the school day. Consequences include first offense-office detention, second offense-office detention (parent must come to school and get the phone), third offense-no phone privileges and possible suspension.

***It is recommended that students NOT bring extra money, electronic media, or toys to school or school activities. Pleasant Hill District 69 is not responsible for lost, stolen, or damaged personal property that is brought to school or school activities.***

**Websites/Non-School-Sponsored Publications** Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

# 2013-2014 Pleasant Hill School Calendar for Parents/Students

**August 16, Friday Meet the Teacher: no busses in AM**, Parents come with students and drop in to deliver supplies, see the room, meet the teacher, and eat breakfast **8:00-1:30 – Students will be bussed home**

<b>August 19, Monday</b>	<b>First Full day of school</b> with busses and meals
August 30, Friday	EARLY DISMISSAL 11:30: School Improvement Day
September 2, Monday	HOLIDAY-No School
September 13, Friday	EARLY DISMISSAL 11:30: School Improvement Day
September 27, Friday	Mid-term 1 <sup>st</sup> 9 weeks-Send home PROGRESS REPORTS
October 4, Friday	EARLY DISMISSAL 11:30: School Improvement Day
October 14, Monday	HOLIDAY-No School
October 16-17	Parent/Teacher/Student Conferences 4:00-7:00 PM – REPORT CARDS will be distributed
October 17 Thursday	End of 1 <sup>st</sup> Quarter
October 18, Friday	No School
October 31, Thursday	EARLY DISMISSAL 11:30: School Improvement Day
November 8, Friday	EARLY DISMISSAL 11:30
November 11, Monday	Holiday – No School
November 26, Tuesday	Mid-term 2 <sup>nd</sup> 9 weeks-Send home PROGRESS REPORTS
November 27, Wednesday	Teachers’ Institute, No School
November 28, Thursday	Holiday – No School
November 29, Friday	Holiday – No School
December 20, Friday	EARLY DISMISSAL 11:30
December 20, Friday	End of 2 <sup>nd</sup> 9 weeks
December 22-January 3	WINTER BREAK
January 6, Monday	Return to School
January 8, Wednesday	REPORT CARDS sent home
January 17, Friday	EARLY DISMISSAL 11:30
January 20, Monday	Holiday – No School
February 12, Wednesday	Parent/Teacher/Student Conferences 4:00-7:00 PM-PROGRESS REPORTS will be distributed
February 13, Thursday	Mid-term 3 <sup>rd</sup> 9 weeks, Parent/Teacher/Student Conferences 4:00-7:00 PM- PROGRESS REPORTS
February 14, Friday	Parent/Teacher/Student Conferences No School
February 17, Monday	Holiday – No School
February 28, Friday	EARLY DISMISSAL 11:30

March 3-14	ISAT TESTING: Please –students must be in attendance and on time.
March 7, Friday	End of 3 <sup>rd</sup> 9 weeks
March 14, Friday	REPORT CARDS
March 21, Friday	Teacher Institute-No School
March 31, Monday-April 4, Friday	Spring Break-No School
April 7, Monday	Return to School
April 17, Thursday	Mid-term 4 <sup>th</sup> 9 weeks-Send home PROGRESS REPORTS
April 18, Friday	HOLIDAY No School Good Friday
May 1, Thursday	Carnival of Excellence 6:00-7:00 PM
May 9, Friday	EARLY DISMISSAL 11:30: School Improvement Day
May 20, Tuesday	Graduation 7:00 PM
May 23, Friday	EARLY DISMISSAL 11:30: End of 4 <sup>th</sup> 9 weeks LAST DAY OF SCHOOL-Send REPORT CARDS home

**Early Dismissal Days:** Breakfast and lunch served. School dismisses at 11:30 AM.

**Regular Dismissal Days:** Breakfast and lunch served. School dismisses at 2:50 PM

Breakfast is served 7:30-7:50 AM. School begins at 7:55 AM. Students are tardy at 8:00 AM.