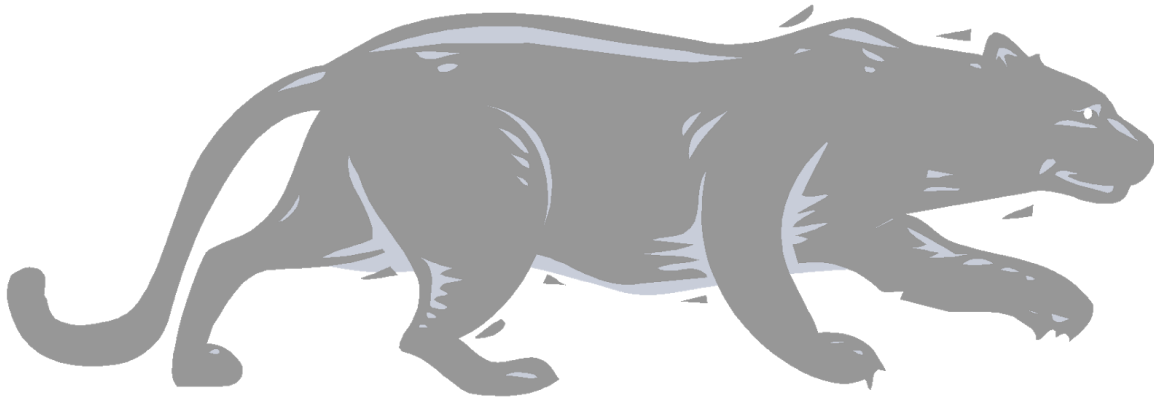


Pleasant Hill Elementary District 69



Parent/Student Handbook 2018-2019

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Adopted by Pleasant Hill School District 69 School Board of Education on June 19, 2018

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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 cannot be covered in this document and this handbook is subject to change at any time.

PARENTS AS PARTNERS

MISSION STATEMENT

PANTHER PRIDE instills citizenship, high standards of achievement, and accountability in a diverse learning community to prepare all students for future academic and career pursuits.

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

GUIDING PRINCIPLES

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

Be **POLITE** and **RESPECTFUL**

Be **ACCOUNTABLE** to **OTHERS**

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

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

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 21st century and beyond.

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:

- 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.
- Hold scheduled student led parent-teacher conferences twice a year.
- Provide parents with frequent reports on their children's progress.
- Provide parents reasonable access to staff for conferences and classrooms for observations.
- Provide parents opportunities to volunteer at school.
- 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:

- Check assignment notebooks or book bags each night and return them signed.
- Make sure students attend school **ON TIME** and **EVERY DAY** unless ill.
- Attend all student led parent-teacher conferences
- Communicate with the teacher by calling and writing notes or emails
- Stay informed about what is happening at school and with our child's learning
- Attend parent workshops and other school events with my child
- 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:

- Write assignments in assignment notebooks or post assignments in Google calendar and take work home each day
- Read for 10 minutes at home every day
- Come to school **EVERY DAY, ON TIME** ready to learn

PARENTAL INVOLVEMENT-Title I

The school annually has a meeting for all Parents/Guardians which takes place at the beginning of the school year. 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 student led 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 at Pleasant Hill 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.

SCHOOL PARENT VISITATION RIGHTS ACT INFORMATION

The School Visitation Rights Act permits employed parent(s)/guardian(s) who are unable to meet with educators because of a work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their children attend without the loss of benefits.

VISITORS

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. If you plan a classroom visit, please schedule it with the teacher. Parents dropping in unannounced will NOT be allowed to visit a classroom.

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the office. Each and every visitor will be asked to present a valid state issued identification, which will be verified through the Raptor System. The Raptor System is designed to red flag persons who would not be allowed admittance into the school for a variety of different reasons (i.e. sex offenders, custody alerts, banned visitors, etc.) Once cleared for admittance to the school through the Raptor System, visitors will be given a visitors identification badge to wear at all times when in the school.

All visitors must return to the main office where they will check out and return their visitors badge 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 him 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.

GENERAL INFORMATION

ACCIDENTS

Any accident occurring in the school building, on school grounds, at practice sessions, athletic events, or at any school sponsored activity must be reported to the teacher or the sponsor supervising the activity and to the school office. An accident report will be filled out by a staff member. First aid procedures for any injury will be followed at all times. School employees will act in the best interest of the students.

ATHLETICS

Pleasant Hill School is a member of the Illinois Elementary School Association-Limestone Area Conference-and participates in the interscholastic athletic activities of the conference in the baseball co-op as well as girls basketball and boys and girls track. PHS also offers students opportunities to participate in boys basketball and cheerleading, although these sports are not IESA affiliated. Rules of eligibility presented by the Illinois Elementary School Association, along with rules of the Board of Education, will regulate the eligibility of the athletes at Pleasant Hill School.

- A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.
- A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

ATHLETIC CODE OF CONDUCT

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities.

Requirements for Participation in Athletic Activities

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

- A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois Elementary School Association's "Pre-Participation Physical Examination Form."
- A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
- Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

ATHLETIC ELIGIBILITY

Illinois Elementary School Association rules apply. Students must NOT be failing any subjects to participate in athletics. Eligibility will be checked each **Monday**. If a student does not pass all subjects, participation is suspended for the week. If grades are brought up to eligibility

standards the next week when eligibility is checked again, the student can resume active participation in athletics.

ATHLETE HEAD INJURIES AND CONCUSSIONS

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

ATTENDANCE

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

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.

Please call or email the school by 9:00 AM if your child is absent (637-6829 or 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 staff member 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. 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 absence notes should be taken to the office immediately.**

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. The reasons for such absences must be verified by the parents. If a student absence is verified by a doctor's excuse before student has reached the limit of nine days of excused absences that absence will NOT count toward the number of days permitted by this section of the handbook.

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.

Students shall be permitted NO MORE than 10 excused absences per year based upon parental confirmation for the reasons of the absence. After a student has been excused 10 times in a year, any additional excused absences for illness must be verified through a written medical statement from a physician. After 10 absences, the school office will notify parents/guardians by mail.

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.

***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. Pleasant Hill will not be held liable for the educational progress of students who fail to maintain regular attendance habits, nor for the progress of students who are removed from the school for extended periods of time contrary to law or good educational procedure.

The following remediation plan will be followed for students who have a continual attendance problem:

- **5 Unexcused Absences:** Warning letter to parents-without written consent from a doctor to miss school
- **10 Unexcused Absences:** Conference with student, parent, and principal-case referred to the TARGET Truancy Officer
- **By law, any student absent more than 5% of a school year-when unexcused or truant, will be referred to the TARGET Truancy Officer**

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 rack 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. **Pleasant Hill School is not responsible for stolen bicycles or vandalism while on school property.**

CAFETERIA

Breakfast and lunch are provided **FREE OF CHARGE** to all students each day 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 the school office in an envelope with the student's name and grade displayed on the outside and a note detailing what the money is for.

Students who are ordering hot lunch are NOT permitted to bring in snacks to eat at lunch or during the school day. Only students eating cold lunch can bring in food items in their lunch boxes to eat during lunch hours.

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. **In order to keep families informed about outstanding fees that exist throughout the school year, fee reports will be sent home quarterly with report cards.** 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 treats. In order to accommodate all students, including those with food allergies, all treats **MUST** be store bought and have ingredients listed on the packaging. Treats will be served at the end of the school day.

EMERGENCY CONTACTS

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. If contact information changes during the year, please update that information in the office immediately.

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 another 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 or the Pleasant Hill Elementary Facebook page. **Automated phone calls or text messages from School Messenger may also be used in both instances.**

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.

FIELD TRIPS

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

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. **Students WILL 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, damaged chromebook, or other fees
- **Failing any class**
- **Student has received 3 or more major disciplinary referrals throughout the school year**
- **Student has received any type of in or out of school suspension during the school year**
- Behavioral or safety concerns
- **Lack of attendance-missing 18 or more days of school**
- **Tardiness to school (10 or more tardies-DOES NOT include doctor's appointments)**
- Other reasons as determined by the school administration

*****School administration has the final determination of student participation in field trips!**

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 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.

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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 IX, 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 5th, 6th, 7th, & 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 rented from the school. No personal locks are allowed!

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 year.

*****NO food or drinks are allowed in lockers unless they are packaged in a lunchbox for a cold lunch! NO perfume or cologne are allowed in lockers in order to accommodate those students with allergies and asthma!**

HOMELESS CHILD'S RIGHT TO EDUCATION

When a child loses permanent housing and becomes a homeless person as defined by law, they are afforded the same rights as all students. This will include 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.

Questions regarding homeless children should be directed to the district homeless liaison (Superintendent/Principal at Pleasant Hill School).

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.

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.

LOST AND FOUND

Articles, which are found, are to be turned into the lost and found box in the gym. If students wish to check for a lost item, they must secure a pass from a teacher. 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 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.

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.

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:

- Notify office staff and teachers regarding planned vacation in order to receive 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".

RECESS/COLD WEATHER POLICY

At Pleasant Hill we understand the importance of students getting physical activity, fresh air, and time to socialize with their peers on a daily basis. Therefore, students will engage in outdoor recess when the weather permits. **If the real feel temperature is 20 degrees or above on any given day, students will participate in outdoor recess.** During the winter months, it is extremely important that students are dressed appropriately, with coats, hats, gloves, and scarves since they will be going outdoors.

****Students will only be allowed to remain indoors during recess if they have a doctor's note**

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.

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. Morning assembly begins at 7:55 AM. Teachers will escort all students from the gym to class after morning assembly. First period begins at 8:05 AM. All students who are not sitting with their homeroom teacher at that time are considered tardy.

First bell rings at 2:45 to allow first load bus riders to get on the bus for departure at 2:50.

Designated walker/rider students will be dismissed **AFTER** the first round of buses leave. Families picking up students are asked to remain in their cars and proceed in the line to the front door. A Pleasant Hill staff member will then release students. In order to maintain an orderly dismissal of students, we ask that **NO** family members wait in the foyer. Walker/rider students **WILL NOT** be dismissed before 2:50 PM.

Students who walk home from school will be dismissed through the front door after the first round of buses and car riders are dismissed.

If there are ANY changes to a student's regular dismissal procedures, THE OFFICE MUST BE NOTIFIED IN WRITING! Students will need to bring a note to school, stating the dismissal change which needs to be made. If a student does not bring a note, the parent

or legal guardian will be required to BRING a note to school by 12:00 PM. NO PHONE CALLS WILL BE ACCEPTED WHEN MAKING DISMISSAL CHANGES.

*****Students will be sent home to their designated location UNLESS a note has been received stating an alternate dismissal location!**

Second load bus students will remain in their classroom until the bus arrives at approximately 3:05. Students are to remain in the classroom 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.

SAFETY DRILL PROCEDURES

Safety drills will occur at times established by the administration. 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 and safety and security at Pleasant Hill, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

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

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

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

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book-bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies.

The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

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

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.

SEX OFFENDER & VIOLENT OFFENDER COMMUNITY NOTIFICATION LAWS

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.

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.

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

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

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

STUDENT RECORDS

All school records pertaining to students are considered confidential. Such confidentiality is for the sole protection of the student and his/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, 8th 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.

TARDINESS

Students should strive to be at school on time. Students are considered tardy at 8:05 AM if they are not with their homeroom teacher. Excessive tardiness will result in office consequences. 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 for tardies will include...

- MINOR DISCIPLINARY REFERRAL after **3 TARDIES**
- MAJOR DISCIPLINARY REFERRAL after **6 TARDIES**-serve office detention
- LOSS OF FIELD TRIP privileges after **10 TARDIES & SATURDAY DETENTION**
- EACH ADDITIONAL 5 TARDIES WILL RESULT IN ANOTHER SATURDAY DETENTION

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.*

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. Cell phones are not allowed at breakfast or in the cafeteria.**

TRANSPORTATION

Pleasant Hill provides bus transportation to and from school for all students. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

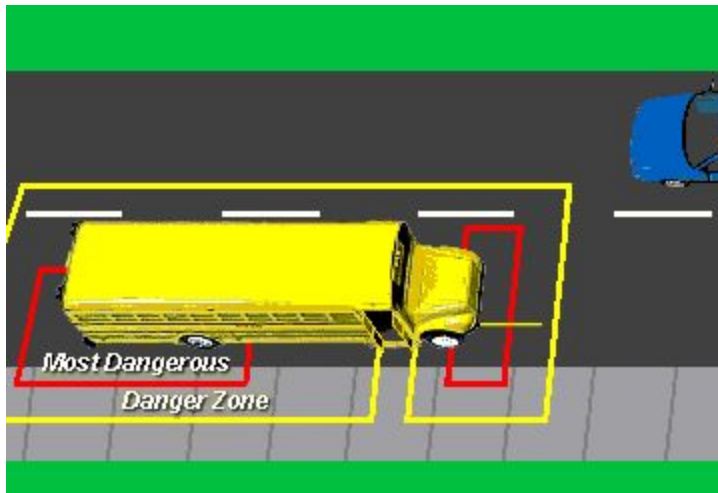
While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

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

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

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



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

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.

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.

WEBSITES/NON-SCHOOL SPONSORED PUBLICATIONS

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.

2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violate the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
 - d. Is reasonably viewed as promoting illegal drug use; or
 - e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.
 - f. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
 - g. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

HEALTH RELATED POLICIES

Pleasant Hill School District's primary goal is to keep all students healthy, safe, and ready to learn. A health history form for each student will be required as part of the registration process. This form will provide the school nurse with all medical needs for your child.

ASTHMA

Please notify the school nurse if your child has asthma. Provide written documentation, instructions, and medications as directed by your physician. A medication authorization form signed by your physician and parent/guardian is required for each medication. As required by Illinois state law, an Asthma Action Plan signed by your physician and parent/guardian is also required and must be kept on file for each student.

FOOD ALLERGIES

Please notify the school nurse if your child has any food allergies. Provide written documentation, instructions, and medications as directed by your physician. A medication authorization form signed by your physician and parent/guardian is required for each medication. A Food Allergy Action Plan signed by your physician and parent/guardian 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. It is the responsibility of parents/guardians to check the hot lunch menu and provide a cold lunch for your child if an allergen is present on the menu. 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.**

ILLNESS

Should a student become ill during the day, the school nurse will contact the parent. **At no time should a student call the parent from any phone, but in particular their cell phone without permission.** Parents must come into the office to sign out the student after meeting with the school nurse.

If your child becomes ill during the day with any of the following symptoms, he/she will be sent home:

- Fever of 100.0 or higher
- Vomiting
- Diarrhea
- Red swollen eyes with drainage

Your child may return to school after being symptom free for a FULL 24 hours!

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 100.0 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.
- **Pink-Eye:** 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. If your child vomits at school for any reason, he/she will be sent home for the remainder of the school day. 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.



IMMUNIZATION, PHYSICAL, EYE AND DENTAL EXAMINATIONS

All students are required to present appropriate proof that the student received a physical examination (documented on the 2018-2019 Illinois school physical form) 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.**

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by the first day of school of the current school year will result in the students exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students to the district or those who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical or religious reason prevents a student from receiving a required immunization by the first day of school, the student must present a completed exemption form signed by the child's physician and parent/guardian.

EYE EXAMINATION

All students entering kindergarten or school for the first time must present proof, by October 15 of the current school year, of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

DENTAL EXAMINATION

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions:

A student will be exempted from the above requirements for:

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

LICE

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. A letter from administration will be sent home to all families of students in the affected classroom informing them of a case of head lice. Families will also receive information regarding lice and treatment procedures.* After the child has been treated and all nits removed, parents are required to bring the child to school to be rechecked by the school nurse before the child can return to class. 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. Most cases of head lice can be treated with medicated shampoo and nits removed in one evening, enabling the student to return to school the next day to be cleared by the nurse. We know how difficult this can be, but your cooperation is appreciated.

MEDICATION

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

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

- **ALL medications (prescription AND over the counter)** require a Doctor's Signature on the medication authorization form. Even those medications on an "as-needed" basis, such as Ibuprofen and Tylenol, do require a medication authorization form completed. This form must be signed by the physician and parent/guardian. **ALL medications** 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 **MUST** transport medication to and from school. Medications (with the exception of Asthma Inhalers) are **NOT** allowed on the bus. Medications can be lost or stolen which could be dangerous if taken by the wrong person. Students are responsible for coming to the nurse's office at the designated time to take their medication. The school nurse 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 last day of school will be discarded.

SELF-ADMINISTRATION OF MEDICATION

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

self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

*****All required medical forms are available on the nurse's section of the school website***

INTERNET USE POLICIES

CHROMEBOOK USE

Every student in Kindergarten through 8th grade will be issued a chromebook device at the beginning of the year to utilize for the entire school year. The chrome book will remain at school at all times and be used solely for educational purposes. Each student is responsible for their individual chromebook. If the chromebook is damaged, students and their parent/guardian will be responsible for paying a \$30 copay to assist in the cost of repairs.

***All student chromebooks will be consistently monitored utilizing the online GoGuardian program. If a student has violated internet policies, consequences will be enforced.**

GOOGLE APPS FOR EDUCATION

Pleasant Hill supports the use of Google Apps for Education accounts for students and teachers. The use of Google Apps supports our desire to have students create, collaborate, communicate, and use critical thinking skills in the learning process. The most important aspect of Google Apps for our current work with students is access to Google Docs. Google Docs allow students to create and share word processing, presentations, and spreadsheet documents online, and to collaborate with both peers and teachers on projects. Students are able to log into their Pleasant Hill Google Apps account at home, the library, or anywhere Internet access is available. Teachers are able to log into their accounts to provide feedback to students at anytime and anywhere an Internet connection is available.

The following services are available to each student and hosted by Google as part of Pleasant Hill's online presence in Google Apps for Education:

- **Email**-an individual email account for school use managed by the Pleasant Hill School District
- **Calendar**-an individual calendar providing the ability to organize schedules, daily activities, and assignments
- **Docs/Drive**-a word processing, spreadsheet, drawing, and presentation tool set that is similar to Microsoft Office

Using these tools, students collaboratively create, edit and share files and websites for school related projects. School staff will monitor student use of Apps when students are at school. Parent/Guardians are responsible for monitoring their child's use of Apps when accessing programs outside of school. Students are responsible for their own behavior at all times.

INTERNET USE GUIDELINES

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. 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.
7. 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 messages 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 they are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in this *Authorization*.

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

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.

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

ACADEMIC POLICIES

ACADEMIC INTEGRITY/CHEATING

Cheating is when students turn in or attempt to turn in work that is not their original work and do not attempt to credit another source. Students who provide other students with their work so that it can be copied are also contributing to the cheating and will be punished equally.

Cheating is not tolerated at Pleasant Hill School. Cheating undermines the very essence and purpose of school. Students cannot learn and grow if they are not completing their own work.

Cheating is a Level 2 infraction and the consequences include:

-MAJOR DISCIPLINARY REFERRAL

-Parent contact

-Zero on the assignment/test

EDUCATION OF CHILDREN 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 administration 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.

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.

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.

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.

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

JUNIOR HIGH ACCOUNTABILITY CHECK

In order to promote responsibility and a positive work ethic, Pleasant Hill has implemented an accountability check system for junior high 6th-8th grade students. Students will receive a tally mark each time they are late to class, forget a supply, have a late assignment, or do not participate in daily interventions. Once a student is given 5 tally marks throughout the week, he or she will be written a minor and lose recess privileges for the week. An accountability checklist form will be attached to the minor disciplinary referral to describe the infractions for the week. The student will also be required to discuss with their teacher and parent why they were not prepared for class. At the beginning of each week, each student has a fresh start with no tally marks. For every 5 accountability minors, students will be written a major which will result in an office detention.

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 may not receive full credit for 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.

PHYSICAL EDUCATION

Physical Education is a required course all students must take each year. Students are to have the required tennis shoes to wear during 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).

EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

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 nine weeks. All parent/guardians are requested to attend a student-led parent teacher conference with their child's teacher twice a year.

Students in K-3rd grades 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 4th-8th grade 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 student-led 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.

RETENTION & PROMOTION

The decision to promote a student to the next grade will be based on successful completion of the curriculum, attendance, teacher recommendations, PARCC test results, and the standardized assessment AimsWeb Plus Math & ELA results. An individualized learning plan will be developed for each student who is not promoted. Quarterly meetings with administration, teachers, parents/guardians, and students will be required to determine if a student is meeting the goals of their individualized plan. Students failing to meet these requirements at the end

of the year may be retained.

1. A 4th -8th grade student must meet all the criteria expressed on the Pleasant Hill Elementary School Matrix (page 48).
2. The school administration has the final determination of a student's promotion.

STANDARDIZED STATE TESTING

Pleasant Hill School is mandated by the state of Illinois to participate in PARCC testing (Partnership for Assessment of Readiness for College and Careers). Regular education and special education students in grades 3-8 are required to participate. The PARCC tests are a measure of how each student is meeting the standards for English Language Arts/Literacy & Mathematics set by the state.

The next PARCC tests will be given in the spring of 2019. ***Please make sure that no vacations or appointments are scheduled during this time.*** See school calendar for specific dates.

Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

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

TEXTBOOKS

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.

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 damaged 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.

DISCIPLINE POLICIES

The matrix on the next page details the School Wide Expectations -**PAWS LAWS**- 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-**PAWS LAWS**. 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 Referral-Consequence Given by Teacher)

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-Consequence Given by Administration)

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-Consequence Given by Administration)

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 Pride-PAWS LAWS
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>
Classroom	-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
Hallway	-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
Restroom	-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
Assembly	-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
Cafeteria	-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
Playground	-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
Bus	-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.

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 administration. 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 districts 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.

BULLYING PREVENTION

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

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or

mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

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

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

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

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

Complaint Manager:

LISA WEAVER-Superintendent/Principal
3717 W. Malone
Peoria, IL 61605
309.637.6829
Lweaver@phill69.com

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

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

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.

BUS CONDUCT

For questions concerning a bus driver or a bus route please contact First Student Bus Company
4421 Airport Rd., Bartonville, IL 61607 Phone: 309-697-1700

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

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

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

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Please have your child at his/her bus stop 5 minutes before pick up time and ready to board the bus. Remember, handbook rules begin at the bus stop. The following is a list of expectations, which we feel, are necessary to maintain order on the bus and thereby assure safe transportation:

- Enter the school bus in an orderly manner. Take your seat. Remain quiet.
- Follow the instructions of the school bus driver. He/she is in charge at all times.
- Students must remain seated at all times when the vehicle is in motion.
- 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.
- Parent/guardians will be held responsible for restitution of any damage done to the bus vehicle.
- The driver has the authority to assign seats at any time.
- Learn emergency drill procedures and follow them at all times.
- The aisle is to be kept empty - no feet, no arms, no book bags, etc.
- Keep your head and arms inside the bus at all times. Nothing should be thrown from

the bus.

- The students on the bus should be quiet when the bus comes to a railroad crossing.
- Be alert for traffic when leaving the school bus.
- Students are to be at their stops at least five (5) minutes earlier than pickup time.

CAFETERIA

Basic expectations for use include:

1. No restaurant/fast food/soda allowed for lunch or honor roll luncheons.
2. No chips, candy, or soda should be brought from home when eating a hot lunch.
3. Clean up after yourself: on top of the table and look for garbage on the floor.
4. When finished eating, take your tray back to the return window in an orderly manner
5. Speak in restaurant voices.
6. Parents and others bringing sack lunches to school late must leave them in the office.
7. All food items must be eaten in the cafeteria.
8. No student cell phones will be permitted 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 meals are \$3.30 according to the National School Lunch Program.

CORPORAL PUNISHMENT

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

DANCES, PARTIES, AND OTHER ACTIVITIES

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.

Attendance at school-sponsored dances and other activities is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

DISCIPLINE OF STUDENTS WITH SPECIAL NEEDS

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

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

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: FLIP FLOPS, house slippers, pajama bottoms, hats or other head coverings, halter tops, spaghetti straps, strapless tops, muscle shirts, clothing that shows the back, buttocks, 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 are permitted only in 1st and 4th 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/teacher will provide clothing. Parents may be called to drop off clothing, but students should NOT miss class time due to dress code violations. **If parents are unable to drop off clothing, students will be required to wear clothing teachers provide in their classrooms.** Repeat offenses will result in additional disciplinary action.

ELECTRONIC DEVICES

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

Electronic devices are NOT to be used or in the possession of students while on school property during school hours. School hours are defined as 7:55 AM to 2:50 PM. These devices must be kept powered-off and stored in assigned pocket charts in homerooms during instructional time and in backpacks before and after school unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

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

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

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

1. First offense - The device will be confiscated by school personnel. A verbal warning and a detention will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense - The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense - The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.

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

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.

LEVEL 1-CLASSROOM REFERRAL (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)	<p style="text-align: center;">Classroom Teacher Consequences Level 1 Referrals</p> <ul style="list-style-type: none"> • Minor Behavior Report • Conference with student about unacceptable behavior • 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, repair or replace • Re-teach appropriate behaviors <p>*Any of the activities listed above can be used as a consequence at the discretion of the teacher. The consequence for the minor referral will REFLECT/MATCH the student offense.</p>
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 and/or Passing Notes	
Out of assigned seat	
Lying	
Not prepared for class	
Dress code violation	
No pass	
Snacks, drinks not allowed in classrooms, hallways, or lockers	
Playground, cafeteria, bus infraction	
Unapproved use of gum, candy, or food	
<p>**ANY OF THE BEHAVIORS LISTED ABOVE THAT ARE REPETITIVE WILL MOVE TO A LEVEL 2 REFERRAL!</p>	

***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.**

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. Level 2 office referrals may include:

Unauthorized area without a pass	<p style="text-align: center;">Office Referral Administration Consequences Level 2 Referrals</p> <ul style="list-style-type: none"> • Parent conferences/parent contact • Community service project • Loss of privilege • Individualized instruction • Character education-character building activity • Time in office • Reparations • Office detention • In school suspension • Out of school suspension <p>*Any of the activities listed above can be used as a consequence at the discretion of administration. The consequence for the major referral will REFLECT/MATCH the student offense.</p>
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 (social media)	
Gambling	
Cell phones or other media violation	
Inappropriate verbal language (repetitive)	
Inappropriate physical contact	
Lying (repetitive)	
Stealing/theft	
Cheating	
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)	

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	<p style="text-align: center;">Office Referral Administration Consequences Level 3 Referrals</p> <ul style="list-style-type: none"> • Parent contact • In school suspension • Out of school suspension <p>*Level 3 office referrals are extremely serious behavior infractions and consequences may include an in school suspension but will typically be an out of school suspension of 1-10 days.</p>
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	

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.

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

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 considered Level 2 or 3 referrals.

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang

activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Weapons Prohibition: 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.

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

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 will 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 **4:00 PM**. Students will be asked to complete a behavior reflection form during the office detention. They may also 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.**

SATURDAY DETENTIONS

The Saturday Detention Program allows students to continue their education while school personnel work to improve his/her attitude and behavior. Administration may offer a Saturday Detention for violation of any school rule. The detention period will be from 7:30 AM-10:30 AM

every **scheduled** Saturday-typically the first Saturday of every month or as needed. Students will be assigned to serve a date agreed to by the student, the parents, and the administration. No changes will be made after the final written notification is made to the students and parents. If a Saturday Detention is missed due to personal illness, a physician's note may be requested. Students are responsible for their own transportation to and from school during their detention period.

Students will be expected to serve their detention in a designated room under the supervision of a certified staff member. They must bring school related work to keep them busy during their detention. Talking and sleeping will not be permitted. All school policies will be enforced while students are on school property.

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 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. Talking and sleeping will not be permitted. All school policies will be enforced while students are on school property.

OUT OF SCHOOL SUSPENSION

The most serious consequence outside of expulsion is out of school suspension. 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.

Aggressive Behavior Reporting Letter and Form

Dear Parent(s)/Guardian(s):

Please be advised that your child engaged in behavior that, if repeated, may escalate into aggressive behavior, such as bullying. Illinois law requires school districts to notify the parent or guardian of a child who demonstrated behaviors that put him or her at risk for aggressive behavior.

The School Board policy on student behavior prohibits a student while at school or a school-related activity from: (1) engaging in any kind of bullying or aggressive behavior that causes physical or psychological harm to someone else, and/or (2) urging other students to engage in such conduct.

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

Student _____	Incident date _____
Incident location _____	Incident time _____
Reported by _____	Reporting date _____

Description of the behavior: *(Reporters, be specific. Describe what happened, what harm resulted, the child's explanation, and any known or suspected causes for what happened.)*

Follow-up conference: I or someone from my office will telephone you to schedule an in-person meeting or telephone conference to discuss what occurred and ways to help your child, (1) be aware of how others were affected by the behavior, and (2) to understand boundaries and manage conflict.

The following consequence(s) or intervention(s) is/are recommended:

- Counseling or other support services for your child.
- Providing opportunities for all individuals involved in an incident to reach a resolution.
- Enabling your child to make amends for the harm caused.
- Suggesting your child receive non-District affiliated services.
- _____

The District is committed to helping those involved learn from this experience.

Building Principal

Date

Name: _____

Grade: _____

Date: _____

Pleasant Hill Elementary School Retention Matrix

Students in 4th, 5th, 6th, 7th and 8th grade can earn a total of 10 points. In order to be promoted to the next grade level, a student must earn a total of 7 points. Failure to achieve the minimum of required points will result in retention.

CURRICULUM (7 possible points)

Students receive 1 point for a passing grade (D) in each subject and 1 point for scores falling within the green on the Research Based AimsWeb Plus Assessment!

*****A passing grade is 66% or above**

Math	_____
English Language Arts	_____
Science	_____
Social Studies	_____
PE/Health	_____
Research Based Math Assessment	_____
Research Based ELA Assessment	_____

/7
Curriculum
Total

ATTENDANCE (2 possible points)

Approximate # of days absent	Number of points
13 or less	2
14 to 17	1
18 or more	0

/2
Attendance
Total

TEACHER RECOMMENDATION (1 possible point)

Based on responsibility, maturity, behavior, and effort.

0 Points 1 Point

/1
Recommendation
Total

/10

OVERALL
TOTAL

Promoted to next grade level

**Retained and will repeat
____ grade again next year.**

***The issue of retention is ultimately the determination of school administration. He or she may base their decision on factors not included in this retention matrix.*