CALHOUN ELEMENTARY

Grades K – 8th

2016-2017

STUDENT/PARENT HANDBOOK

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"Inspiring each other to reach our potential"

Calhoun CUSD #40 Board of Education

Kathy Schell – Principal……Kate Sievers - Superintendent

Elected members of the Board of Education are:

Luke Fraley - President **Dave Hurley – Vice-President** **Tony Friedel – Secretary**
Hannah Nelson **Keith Klocke** **Janine Hagen** **Laura Longnecke**

The regular business meeting of the Calhoun CUSD #40 Board of Education is held on the third Monday of each month at the Superintendent's office located next to the Calhoun High School. Meetings begin at 7:00 PM and are open to the public. District residents are cordially invited to attend.

The Board of Education encourages open lines of communication between parents and the schools. Parents are encouraged to communicate regularly with teachers. **Should a problem arise, parents are encouraged to discuss their concerns with the teacher. If no solution to the problem can be attained, then the situation should be called to the attention of the Principal. If the problem cannot be resolved at this level, the next step is the Superintendent and finally to the Board of Education.**

Superintendent's Remarks

Welcome back to school! I hope everyone has had a wonderful and refreshing summer. What a wonderful year we had last year. There were so many positive things going on at the elementary school last school year. I'm looking forward to seeing the PBIS (Positive Behavior Intervention Support) Program continue at CES this year. Mrs. Schell and the teachers implemented this program with the students two years ago and the students have done a great job with it. It is a great way to acknowledge "positive" behaviors. When students are caught doing good deeds at school they are acknowledged in some manner. Mrs. Schell and her staff also held PBIS celebrations throughout the year. This was a way of celebrating classrooms of students who show exemplary standards of positive behaviors. I hope all of the students will continue these positive behaviors during the next school year at school and at home.

I would like to personally challenge parents/guardians/grandparents to take an active role in their child's education and life this year. Parenting is hard and really hard when you do a good job. Parents have an extra difficult job today as there are so many things for kids to become involved in that are both positive and negative. With social media at their fingertips, it places an extra burden on parents to monitor this. If parents allow their son/daughter to partake in such activities it is very important that you monitor these activities through social media and texting. There are many dangerous temptations out there that kids can succumb to through curiosity or peer pressure. It is through good parenting advice and continuous conversations with your son/daughter that you can help them work through these temptations and give them sound adult-like advice. So I challenge you as a parent/guardian/grandparent to take an extra active role this year and help make it a wonderful year for your son/daughter.

Looking forward, a new year always brings new experiences for all of our students. Best of luck to all of you on the upcoming school year and may you engage in some "positive" behaviors in the upcoming year.

Yours truly,

Dr. Kate Sievers, Superintendent

Calhoun Elementary School Purpose:

"It is the purpose of Calhoun Elementary School to prepare students to become self-sufficient, motivated, respectful, responsible citizens by fostering cooperative relationships among students, staff, families, and community members in order to provide the knowledge necessary for each student to reach his/her full potential and to promote life-long learning."

Welcome to Calhoun Elementary School!

The faculty, staff, administration and Board of Education of Calhoun Community Unit School Dist. # 40 would like to take this opportunity to welcome each of you back to Calhoun Elementary School!

Our teachers and support personnel are well-educated, qualified and dedicated to our purpose. We offer a sound and comprehensive curriculum of instruction focused on the Common Core State Standards, which takes place in facilities that are well maintained and safe.

Students, we challenge you to accept your school responsibilities diligently, to take pride in your work school, community, country and yourself. Your elementary school years are some of the best years of your life. The education that you receive today will be the foundation for your future. Build it well!

Parents, we welcome your input. The educational process is a triangular partnership involving the student, parents and educators. Your involvement is welcomed and desired. Please do not hesitate to call us to discuss ideas, issues and concerns. Our phone numbers are:

Calhoun Elementary School	**618/576-2341 & Fax # 618/576-2787**
Calhoun CUSD #40 Superintendent of Schools	**618/576-2722**

Calhoun Elementary School office hours are from 7:45 AM until 3:45 PM on the days when school is in session. Office hours for the Superintendent's office are from 7:30 AM to 4:30 PM.

Working together, we can provide the best possible learning experience for our students. This handbook includes a variety of topics and explanations, which should help each student make the proper adjustment to the school environment. All handbook and school rules apply to all school-sponsored events, even those activities occurring off campus. We urge you to read this book carefully and refer to it when you have questions. Please become familiar with the requirements and expectations. Once you have received and read a copy of the handbook, please sign the acknowledgement of receipt at the back of the handbook and return it to school as soon as possible.

Let's get it started!

Kathy E. Schell, Principal
Calhoun Elementary School

NOTE: This handbook cannot be all-inclusive. Any behavior detrimental to the educational process will be addressed in a fair and consistent manner.

Calhoun Elementary 2016-17 Kindergarten through 8th Grade Faculty/Staff

Principal – Kathy Schell
Secretaries – Stacy Baalman & LeaAnn Klaas
Custodian – Brenda Camerer
Cooks – Teresa Mortland, Violet Becker, Angie Sagez
Maintenance – Rod Hart ***Transportation Supervisor*** – Jody Heidenreich

Team B:
Kindergarten:
Sarah Becker – Teacher
_____ - Teacher

1st Grade:
Melissa Kiel – Teacher
_____ - Teacher

Team C:
2nd Grade:
Crissy Kamp – Teacher
Stacey Wallendorf - Teacher

3rd Grade:
Lisa Kallal – Teacher

Team D:
4th Grade:
Sue Hillen – Teacher
Andrea Pohlman - Teacher

5th Grade:
Kendall Eilerman – Teacher
Alan Shofner - Teacher

Team E: Departmentalized
Language Arts 6th-8th
Heather Gilman – 6th Homeroom

Math 6th – 8th
Toy Glynn – 6th Homeroom

Social Studies 6th-8th
Deann Fester – 7th Homeroom

Science 6th-8th:
Aaron Elmore – 8th Homeroom

Health/P.E. 6th – 8th
Mark Baalman - Teacher

Physical Education - K-8th - Mark Baalman
Music/Band – K-8th – Cara Rojas

Special Education:
Christie Lorsbach - Teacher
Tera Pohlman – Teacher
Pam Long – Teacher
Janet Holmes – Teacher

Paraprofessionals:
Terese Gerson – Spec. Ed.
Hope Klocke – Spec. Ed.
Kathy Friedel – Spec. Ed.
Sarah Sabol – Spec. Ed.

Title I Teacher K-8:
Michelle Webster

School Nurse- Lisa Dolan

Speech & Language -Pamela Jacobs

Social Worker - Traci Hillen

School Improvement Program & Monday Early Dismissal Days:

The Illinois State Legislature's Reform Package of 1985 requires that school districts show proof that teachers are teaching and that students are learning in each Illinois School. The Illinois State Board of Education (ISBE) has developed a process by which all schools can document that teaching and learning are taking place. This process is called the "School Improvement Program" (SIP). Teachers have worked extensively on this project during the past several years.
Calhoun CUSD #40 will continue to implement "School Improvement Program" (SIP) days into the school calendar. These early dismissal days will be used for teacher workshops and Team Planning Periods and will occur EACH MONDAY AT 2:00 PM.

Calhoun Community Unit School District #40

PO Box 387, Hardin, Illinois 62047
Ph: 618-576-2722 Fax: 618-576-2641

School Calendar 2016-2017

August 17-19, 2016 .....Teacher Institute – No School for Students

August 22, 2016 .....1st Day of School for Students (regular Monday dismissal time - 2 pm)

September 5, 2016 .....No School – Labor Day

September 16, 2016 .....11:30 a.m. Dismissal for Students/1/2 Day Teacher Institute

October 10, 2016.....No School – Columbus Day

October 21, 2016..... .....*End of First Quarter (43 days)*

October 26, 2016.....Parent/Teacher Conference, 4-8 p.m.

October 27, 2016..... Parent/Teacher Conference, 4-8 p.m.

October 28, 2016..... No School

November 11, 2016.....No School – Veterans' Day

November 23, 2016.....Thanksgiving Break Begins– 2 p.m. dismissal

November 24, 2016 .....No School – Thanksgiving

November 25, 2016 .....No School – Thanksgiving Break

December 9, 2016 .....11:30 a.m. Dismissal for Students/1/2 Day Teacher Institute

December 21, 2016.....Christmas Break Begins- 1:15 p.m. dismissal

December 21, 2016 .....*End of Second Quarter (39 days)*

End of First Semester

December 22, 2016 – January 1, 2017 .....No School – Christmas Break

January 3, 2017.....Teacher Institute – No School for Students

January 4, 2017 .....School Resumes

January 16, 2017 .....No School – Martin Luther King's Birthday

January 27, 2017.....11:30 a.m. Dismissal for Students/1/2 Day Teacher Institute

February 17, 2017 .....11:30 a.m. Dismissal for Students/1/2 Day Teacher Institute

February 20, 2017 .....No School – President's Day

March 6, 2017 .....No School – Casimir Pulaski Day

March 10, 2017 .....*End of Third Quarter (45 days)*

April 11, 2017.....Spring Break Begins- 2 p.m. dismissal

(If no snow days are used April 12-18) .....No School – Spring Break

April 14 & April 17, 2017.....No School – Spring Break

May 24, 2017* .....2 p.m. Dismissal *End of Fourth Quarter (48 days)*

End of Second Semester

**** Unless emergency days are used***

Students will be dismissed EACH MONDAY at 2:00 p.m. for the entire school year.

Calhoun Elementary Daily Schedule 2016-2017

7:45 AM	Teachers and students begin arriving
7:45-8:10	Breakfast is provided
8:15	Students dimissed to classrooms
8:20	School Begins
11:00-1:40	K – 8th Lunch and Recess periods
3:15	Student Dismissal
3:45	Teacher Dismissal

Calhoun Elementary/Jr. High School students **are not allowed in the building until 7:45 AM since supervision is not available until that time.** During inclement weather, the students are to go to the cafeteria no earlier than 7:45 AM for breakfast. School begins promptly at 8:15 AM. The taking of attendance and lunch count AND a "student check" for homework and daily preparedness will occur during the first 10 minutes of class. Students who arrive after 8:20 are considered "TARDY" and will be issued an admit pass when they check-in to the office.

School dismisses at 3:15 PM Students are advised not to stay on school property unless they are involved in a school-sponsored and supervised activity.

Student Arrival. Students are to observe the following rules:

- Students are not to arrive prior to 7:45 AM, since there is no adult supervision prior to that time.
- All bused students, K through 8th may enter the building at 7:45 am by entering the west side gymnasium door.
- All dropped off students, K through 8 may enter the building at 7:45 (no earlier) a.m. by entering the front doors facing south and must go directly to the gymnasium via the main entrance hallway.
- Supervising teachers shall be in the gymnasium by 7:45 AM.
- Students who plan to eat breakfast are to report directly to the cafeteria upon arrival through the gym.
- Supervising teachers may decide to take students outside before school begins if weather is agreeable.
- Students will not be allowed to go outside, in the classrooms, or anywhere else in the building without permission from the teacher on duty.
- Only those students who are being served breakfast are allowed in the cafeteria.
- Students are to go to the gym and sit in their assigned places until the bell rings at 8:15 am.
- No one is allowed on the gym floor without teacher permission.

Change of Address

Please notify the school office IMMEDIATELY, if there is a change in your address or telephone number so that we can maintain accurate school records and facilitate communication between the home and school. Should an emergency arise, it is extremely important that we be able to contact parents/guardians in the quickest manner possible. Parental/guardianship status must also be reported if changes occur.

AUTOMATEE NOTIFICATION SYSTEM – SCHOOL MESSENGER

An automated notification system has been put in place to notify students and their families of weather related school cancellations either before or during the district Late Start Days or any other event that prevent classes from being held. Information for the notification system is gathered from families during registration. A system test is run during the first semester to ensure success of the notification system.

IT IS IMPORTANT that families registering students for school provide the correct primary phone number to be used for the notification system and that it remains updated.

Student Accidents/Injuries

All accidents occurring at school or on the way to and from school, including extra-curricular activities, are to be reported to the supervising staff and the school office. First aid may be provided at school, and parents will be notified by the school nurse if the injury appears to be serious.

Emergency Transportation. When, in the opinion of the school nurse or substitute school nurse, the administration or his/her designee, a student requires emergency transportation to a medical facility via ambulance. An ambulance service will be called with the responsibility for payment of these services remaining with the parent/guardians.

Attendance, Absences & Truancy

If you are to be successful in school, you must attend regularly. A student who is absent misses valuable class instruction and continuity of his/her work may be affected for some time. However, a student should not attend school when it is detrimental to his/her health or the health of others.

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

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Definitions

Truant – A "truant" is a child subject to compulsory school attendance and who is absent without valid cause (unexcused) from such attendance for a school day or portion thereof.

Valid cause for absence – A child may be absent from school because of:

- Personal illness
- Medical appointments for the student for which cannot be take care of after school or on weekends provided the student has a note from the doctor or from the parent
- Observance of a religious holiday
- Death in the immediate family
- Out of School Suspensions
- Severe family emergency
- Marriage within the immediate family
- Flood, storms, or road conditions that make school attendance impossible
- Situations beyond the student's control as determined by the Board of Education

1. Family vacations should not be taken during the school year unless absolutely necessary.
2. If a student must accompany his/her parents, permission must be granted by the Principal at least one week in advance.
3. One week (5 school days) will be permissible as excused absences if correct procedures are followed.
4. Assignments for all classes must be discussed (PRIOR to the absences) with the classroom teachers and decisions regarding make-up work and/or quizzes/tests will be at the discretion of the teacher/s.
5. Any deviation from these procedures may result in these absences being unexcused.
   - Other circumstances which cause reasonable concern to the parent for the safety or health of the student.
   - Court appearance- Must obtain form to be signed by Court Clerk for these hours.

- **After 10 absences (cumulative and in any order) for any reason, a medical excuse shall be required for an absence to be excused.**

Avoiding Unexcused Absences – The school office MUST receive notification via a phone call in advance or at the time of the child's absence (618-576-2341) by 8:15 a.m., from a parent/guardian when a student is going to be absent from school – stating the reason for the absence. If procedures are not followed, students will receive an "unexcused" absence. Unexcused absences are reported to the Illinois State Board of Education annually.

Chronic or habitual truant – A "chronic or habitual truant" is a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for **5 percent or more** of the previous 180 regular attendance days.

Truant minor – A child to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs, and other school and community resources have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused.

Truancy

The School District will determine if the student is a truant, chronic or habitual truant, or a truant minor. The Superintendent shall direct the appropriate School District staff to develop diagnostic procedures to be used for identifying the causes(s) of unexcused student absenteeism. The diagnostic procedures shall include, but not be limited to, interviews with the student, his or her parent(s)/guardian(s), and any school official(s) or other people who may have information.
The following supportive services may be offered to truant or chronically truant students:

- Parent-teacher conferences
- Teacher assistance during lunch/recess periods
- After School tutoring when available
- Resources and information provided for student and/or family counseling
- Information about other community agency services

If truancy continues after supportive services have been offered, the Building Principal shall refer the matter to outside agencies, such as the juvenile officer of the local police department, the truant office of the Regional Office of Education #40, and/or the Calhoun County State's Attorney, and be may be pursued through the court system. The Board of Education, Superintendent, School District administrators, and teachers shall assist and furnish such information as they have to assist truancy officers.

No punitive action, including out-of-school suspensions, expulsions, or court action shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been offered to the student.

Absence Notification Mandatory Procedures:

A student's parent(s)/guardian(s) must:
(1) upon the child's enrollment, provide telephone numbers to the school office personnel,
(2) notify the office IMMEDIATELY when a student has a change of address or phone number, and
(3) authorize all absences and notify the school in advance or at the time of the child's absence (618-576-2341) by 8:15 am.

If a student is absent without prior authorization by the parent(s)/guardian(s), the Calhoun Elementary staff (usually the school nurse) shall make a reasonable effort to contact the parent(s)/guardian(s) concerning the child's absence by telephoning the numbers given. (Ref. Board Policy #7:70)

IF PHONE CONTACT by a parent or guardian IS NOT MADE, the student MUST BRING A WRITTEN/DATED EXCUSE upon returning to school.

If seen by a physician, STUDENTS MUST BRING the DR.'S EXCUSE TO THE OFFICE UPON ARRIVAL TO SCHOOL AFTER THE ABSENCE/s.. This Dr.'s note, will be verification of an "excused absence".

After 10 absences (cumulative and in any order) for any reason, a medical excuse shall be required for an absence to be excused.

With regard to making up schoolwork…

Students who are excused for valid cause ("excused absence") will be given a sum of days equal to the duration of their absences to turn in make-up work or take tests.

STUDENTS WHO ARE "UNEXCUSED" FROM SCHOOL WILL NOT BE ALLOWED TO MAKE UP MISSED WORK.

TARDY to SCHOOL

Tardiness. Tardiness is a bad habit and should be corrected as early as possible. The faculty and administration of Calhoun CUSD #40 appreciate those students who make the effort to come to school on time. Students are tardy to school if they arrive after 8:20 am or leave before 3:00 pm. In addition, students will be tardy if they are late coming back to the classroom at any time during the school day. Students who are tardy will report to the office to receive a "tardy/admit slip" before going to class.

Arriving late to school disrupts the classroom and may cause the tardy student to experience academic difficulties. It also causes lunch and attendance counts to be redone, and takes time away from other students when the teacher has to give morning instructions to the tardy student.

Any student who is excessively tardy (2 or more occurrences per quarter) may receive a "Notice of Concern" slip from the Principal which will require a parent/guardian signature. The report will include a request for a parent/teacher conference with dates and times listed. **Additional tardies received after the "Notice of Concern" conference could result in disciplinary action.**

*** Students who display exemplary attendance habits will be recognized for their efforts.

Release During School Hours

Teachers may not release students from school at other than the regular dismissal times without prior approval of the Building Principal. No student will be released from school to any person other than the custodial parent(s)/guardian(s) without the written or oral permission of the custodial parent(s)/guardian(s) to the Building Principal or designee. (Ref. Board Policy # 7:90)

Textbook Rental

The textbook rental fee, paid at the beginning of the school year, pays for a small portion of the cost of workbooks and textbooks used by students. Students are responsible for the care of books assigned to them. Loss of or the excessive abuse of books or other school property will require payment for the extent of the loss or damage by the student using them.
Book rental fees should be paid at the time of registration or in the school office by at least the first week of school.

Damage to Textbooks: Compensation to the district for textbooks, which are lost or damaged beyond use, will be assessed at the following rates:

New textbook being used during 1st year of adoption = Full replacement cost

2nd through 8th year of use = 10% deduction per year from full replacement cost

The minimum charge for any textbook will be 20% of the full replacement cost.

The Board of Education may make appropriate allowances for those unable to pay textbook fees. This will be at the discretion of the administration and the Board of Education. (Ref. Board policy #4:140)

"A student shall be eligible for a fee waiver when the student is currently eligible for free lunches or breakfasts pursuant to 105 ILCS 125/1 et seq."

Under 105 ILCS 2-3.13a, a district is allowed to hold an official transcript from being sent if fines and fees are owed.

Returned Check Policy:

There will be a $20.00 charge for any returned check written to Calhoun Unit # 40 School district or schools for any reason.

Required School Supplies: Agenda Books – Seat Sacks

All 1st – 8th grade students will be required to purchase a plan book during registration at minimal cost. The plan books are handed out at school during the first week.

All Kindergarten students will be required to purchase a "seat sack" during registration at minimal cost.

Parent-Teacher Organization (PTO)

The Parent-Teacher Organization (PTO) is a dedicated group of parents and teachers who work to provide extra educational opportunities for the students of Calhoun CUSD #40. This group meets one evening each month. Notices of their meetings will be sent home with your child. Everyone affiliated with the district is urged to join and become active.

The Parent-Teacher Organization helps to build a bridge between home and school. Parents are again encouraged to become members because a good working relationship between parents and teachers is essential in helping children to grow and learn. PTO will sponsor a variety of fund-raiser activities throughout the course of this year. Please volunteer to help with these fund-raisers. The money that the PTO makes directly benefits the students.

Warrior P.R.I.D.E. Organization:

The Warrior P.R.I.D.E. Organization is a dedicated group of parents and teachers who work to provide extra-curricular/ athletic opportunities for the students of Calhoun CUSD #40. This group uses the school's facilities without charge. Parents/guardians of students involved in any extra-curricular programs are urged to join and become active member.

Athletic and Extra-Curricular Information

Athletics and extra-curricular activities provide another means by which students may demonstrate their abilities. Calhoun CUSD #40 is proud to offer a diverse athletic and extra-curricular program. Students are reminded that they are representatives of the school when events take place either at the school or at another campus. Extra-curricular activities are not a property right.

Participation in student activities and athletics is considered an extension of, but separate from, the regular school program. Students must meet certain expectations beyond those found in the traditional classroom setting. The district gives each school the authority to suspend or revoke this privilege for those who do not conduct themselves in a responsible manner.

Eligibility for most athletics is also governed by the rules of the IESA – Illinois Elementary School Association. IESA rules must be followed in all cases of student eligibility, transfer, physical examination, starting dates for practices/events, use of school equipment, etc.

PLEASE SEE THE "CALHOUN 40 ATHLETICS EXTRACURRICULAR HANDBOOK – CODE OF CONDUCT" for a complete description of the Calhoun 40 Extracurricular program and its expectations, rules and code of conduct.

Smoking and Using Tobacco

Smoking tobacco, using tobacco products and/or possessing tobacco materials and products are not permitted on school property or on district buses at any time. Students found using or possessing tobacco products will have those products confiscated and are subject to disciplinary action. Disciplinary measures may include, but are not limited to:

- personal counseling,
- withholding of privileges, and/or
- suspension for a period up to 10 days.

In all cases, the parents or guardians shall be contacted and their cooperation sought.

Given reasonable grounds for suspicion, school officials may search for and seize tobacco products brought into school property and the district buses. (Ref. Board policy #7:140)

Bicycles, Skateboards and Scooters

Due to the liability issues and the danger imposed by bicycles, skateboards and scooters, these items will not be allowed on school property.

Budget Information

As required by State Law, the annual school budget is posted on the school district's website. Questions regarding the budget may be referred to the Superintendent at 618-576-2722.

Supervision of Students

Pursuant to 105 ILCS 5/24-24 of the Illinois School Code, school personnel shall have full authority and responsibility for supervision student while the students are at school or engaging in school-sponsored activity away from school. In addition, school personnel shall have the authority to supervise students who are on their way to and from school when supervision is needed to ensure the safety and welfare of all students. Parents/Guardians are expected to provide transportation or accompany student's home at the end of school activities, especially those concluding after dark.

Evening Transportation Home for Students

Parents/Guardians, or a responsible adult, are expected to provide transportation or accompany students home at the end of school activities, especially those concluding after dark. Students and parents are expected to make transportation arrangement PRIOR to the end of an evening event. Students will not be allowed to walk home without an adult escort.

Transportation

Bus transportation within the school district boundaries is provided free of charge for students who live more than one and one-half miles from the school.

New bus riders should contact the Superintendent's office at 618-576-2722 for their bus assignment. Only students currently enrolled in Calhoun CUSD #40 schools are allowed to ride the school buses. Adults are not allowed to ride the buses to and from school and home due to liability issues. Adults may ride the buses during school-approved field trips and with special permission from the Superintendent of Schools.

Bus Permits. All students will be expected to ride their assigned bus home unless they have a note, signed by a parent/guardian stating that they are to do otherwise. When a student plans to ride any bus with another student, he/she will provide a note signed by a parent/guardian of BOTH students (2 different notes).

Students will not be allowed to board a bus other than the bus assigned to them, unless the school is notified either by a written note or by parent phone call prior to 1:30 PM on Mondays and by 2:45 PM Tuesday through Friday. The school secretary will then distribute a "bus pass" accordingly.

Parents dropping off children in the morning or picking up children in the afternoon are to enter the west gate and exit the east gate of the school parking lot. Students should not arrive prior to 7:45 AM, since there is no adult supervision prior to that time.

District Boundaries & Residency Requirements

Generally speaking, Calhoun CUSD #40 boundary lines are as follows: From the school, to as far southeast as the northern side of the Madison Cutoff, as far southwest as the northern side of Tepen Hollow Road, to as far northeast as the southern side of East Panther Creek Road, and as far northwest as the southern side of Crooked Creek Hollow Road. The boundaries extend as far East as Sandridge Road and as far West as the Mississippi River.

The taxpayers living within the district boundaries financially support Calhoun CUSD #40 Schools. A person seeking to enroll a student must present a certified or registered birth certificate for the student along with proofs of residency in the district, which include the following number of documents from each of the categories below:

Category I (One document required)-

- Most recent property tax bill and proof of payment, e.g. canceled check (homeowners).
- Mortgage papers (homeowners).
- Signed and dated lease and proof of last month's payment, e.g. canceled check or receipt (renters).

Category II (One document showing proper address are required)-

- Driver's license
- Vehicle registration
- Voter registration
- Most recent cable television and/or credit card bill
- Current public aid card
- Current homeowner/renters insurance policy and premium payment receipt
- Most recent gas, electric and/or water bill

If one exists, the person seeking to enroll a student must present a court order, agreement, judgment, or decree that awards or gives custody of the child to any person (including divorce decrees that awards custody of the child to one or both parents.)

Important Note: The school district reserves the right to evaluate the evidence presented, and merely presenting the items listed in this procedure do not guarantee admission.

Warning: *If a student is determined to be a nonresident of the district for whom tuition must be charged, the person enrolling the student is liable for non-resident tuition from the date that student began attending a district school as a non-resident.*

A person who knowingly enrolls or attempts to enroll in this school district on a tuition-free basis a student known by that person to a non-resident of the district is guilty of a Class C misdemeanor, except in very limited situations as defined in State Law (105 ILCS 5/10-20.12b(f).

A person who knowingly or willfully presents to the school district any false information regarding the residency of a student for the purpose of enabling that student to attend any school in the district without the payment of non-resident tuition charge is guilty of a Class C misdemeanor, except in very limited situations as defined in State Law (105 ILCS 5/10-20.12b (f).

Homeless Information

If your family lives in any of the following situations:

- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations, or
- Doubled up with friends or relatives because you cannot find or afford housing

Then, your school aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.

You should do the following:

- Contact Calhoun CUSD #40 liaison for homeless education, Traci Strauch, at 618-576-2341 for assistance.
- Contact the school office and provide any information you think will assist the teachers in helping your child adjust to new circumstances.

If you need further assistance, call the National Center for Homeless Education at the toll-free Helpline number – 1-800-308-2145 or go to www.serv.org/nche.

Transfer Students

Transfers in: when students transfer into Calhoun CUSD #40 schools from another school district, the parent/guardian should bring the student's latest report card for examination. Failure to comply with these requirements will result in the student not being allowed to return to school.

Students who transfer "in" from another Illinois school, must have the "Student Transfer Form" from the previous Illinois school before they will be allowed to enroll.

Please note: If your student has been receiving special education services in their previous school, you are requested to bring a copy of the latest Eligibility Review Conference and Individual Education Program with you so that programming can begin as soon as possible.

Transfers out: When students move out of the district during the school year, they may be allowed to complete the balance of the school year at Calhoun Elementary School. Parents must provide necessary transportation to and from school and all necessary emergency contact information. When students transfer to a different school, the student's records follow the students when the receiving district submits an official record request.

Students who move out of the school district boundaries and withdraw from school are asked to notify the office as far in advance as possible. This will allow for the completion of work, updating of records and issuing of grades. When possible, please inform the office of any forwarding address. Teachers will collect all school-owned books and materials used by students prior to their leaving.

Students notifying the office, prior to transferring out of the district, will be given a ***"Student Transfer Form"--***(pursuant to 105 ILCS 5/26-3 (a & b)--to take to their new school. If you are enrolling in another Illinois school, you must present this completed form to the new school before being allowed to enroll.

Concerns, Questions & Complaints

When you have a concern, question or complaint about any aspect of the school, please take it to the employee who is most directly involved at the lowest level. If the situation cannot be resolved to your satisfaction at this level, take the problem to the Principal. Past this point, the Superintendent and the Board of Education may be contacted. Following this logical sequence of authority is called "following the channels of authority" and will get the problem resolved more quickly and effectively. (Ref. Board policy #3:30)

Deliveries to the School

At Calhoun Elementary School, deliveries of flowers/balloons, etc. shall remain in the office until the end of the school day due to disruptions that occur to the educational process in the classroom. Flowers in **glass containers and balloons cannot be sent home on the bus** with children due to the safety hazards involved.

Personal Invitations to Events

Students may NOT bring personal event invitations to school in order to be passed out to select friends/ students. Please use the postal system to have these types of items delivered. Consequences may be given to students who do not follow this rule.

Treats and Snacks

Due to health concerns and scheduling, treats and snacks for any occasion MUST BE arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. Per Wellness Policy guidelines, we require that you select a treat or snack with nutritional value – i.e. low sodium, low fat, and low sugar content. Please go to the following link to access several ideas for healthy snacks that are appropriate to bring to school:
https://www.healthiergeneration.org/live_healthier/eat_healthier/alliance_product_navigator/browse_products/?product_category_id=722

Directory Information

Under the Federal Education Rights and Privacy Act and section 9528 of No Child Left Behind legislation, general student registration information is considered "directory information" and will be available for inspection. **Individuals wishing this information not to be available for public inspection should** provide **written notice of the desires to the school office within 30 days of receipt of this handbook.**

Taking Photos on School Property and/or Posting Online

The Calhoun 40 School District discourages school employees, parents/visitors, and students from taking photographs on school property and posting photographs or images of students/staff on social media. The district encourages people to be considerate of the privacy rights of others and to not post photographs of others unless they receive permission from the child's parent/guardian. Many of our parents have requested in writing that photos of their child not be posted/published in any format. This request includes special events at school and school sponsored field trips taken with Calhoun 40 buses.

CALHOUN ELEMENTARY LAPTOPS/COMPUTER NOTEBOOKS/CHROMEBOOKS -
Respectful, Responsible, Ethical Use and Care of:

Student requirements for respectful and responsible use and care of school laptops include but are not limited to the following guidelines:

1. Follow normal school rules- no running, fighting, pushing, shoving, etc., around any computer.
2. No food or drinks near the computers and make sure hands are clean.
3. Close lid before carrying.
4. Carry with two hands.
5. Set laptops flat on the desk (not on papers or other materials)
6. Do not place items on top of laptop whether open or closed.
7. No pencils, pens, or fingers should touch the screen.
8. Do not touch other students' laptops unless they invite you to do so.
9. Open and close the computer carefully.
10. Type gently on the keyboard.
11. Ask permission before printing.
12. Do not change any settings on the computer and use only the applications/programs assigned by your teacher.
13. Do not download anything without your teacher's permission.
14. Staff only will move the cart of laptops.
15. Students do not connect or disconnect the hub or power sources.
16. Back up/save important information to the server.
17. Do not open the computer in class until your teacher instructs you to do so.
18. Do not deface – i.e., mark on or color on the keys, lid, or any part of the laptop.

Teacher Responsibilities:

1. Teachers are responsible for the laptops assigned to their class; recharging, and making sure all laptops are locked safely and securely in the classroom before leaving school.
2. Homeroom teachers will be responsible for the distribution and collection of laptops.

3. Teachers are responsible for monitoring students to ensure the proper usage of laptops, keeping in mind that they are to be used for educational purposes ONLY.
4. Teachers are responsible for reporting any malfunctions to the proper technology administrator.

General Information regarding ANY Calhoun Unit # 40 Laptop

1. The laptop computers/Chromebooks are considered Calhoun Unit 40 property and are loaned to students for use as a tool for learning. They must be handled with care.
2. The issuance of a laptop to each student is a privilege, not a right. This privilege can be revoked.
3. Any inappropriate use or neglectful care of the laptop will result in computer privileges being revoked and an assigned laptop being taken away for a period of time. The time frame will be determined by the teacher, and/or administrator. The length of time that computer privileges can be taken away will increase with each verified incident.
4. Students/parents will be held responsible for any purposeful vandalism of school property including laptops/computers and consequences will be given.
5. Laptops will be checked periodically to ensure they do not contain any unapproved software or files, including but limited to games, music files, pictures, etc. FILTERING IS IN PLACE, however, internet histories will be checked periodically.
6. Laptops may not be taken from the classroom unless specific permission is granted by the classroom teacher and/or the principal.

CALHOUN CUSD 40 DISTRICT WEB SITE

The Calhoun Unit 40 Web Site is developed, operated and maintained as a closed forum to provide community access to information about the district and its programs/activities.

The Calhoun Unit 40 Board of Education will make every effort to protect students and staff from hazards associated with the district's Web Site. The district will not publish or provide for publication any personal student information without first obtaining the written approval of that student's parents. Personal information shall mean any information that identifies a student, including, but not limited to the student's full name, photograph, personal biography, e-mail address, home address, date of birth, social security number and parent's name.

The district shall require that information on the Web Site be well written, adequately researched, unbiased/unprejudiced and apply appropriate language, suitable for audiences of all age levels.

All Web Pages created by students and student organizations on the district computer system will be subject to treatment as district-sponsored publications.

Linked sites, available through the district Web Site are not under the control of the district. The district is not responsible for the contents of any site or any link contained in a linked site, or any changes or updates to such sites. The district provides links as a convenience, and the inclusion of any link does not imply endorsement of the site by the district.

The Superintendent shall be responsible for overseeing the implementation of this policy and accompanying rules.

The Calhoun Unit 40 Board of Education expressly reserves the right to limit, revise or eliminate any information provided on the Web Site.

CALHOUN UNIT 40 ELECTRONIC ACCESS

The Calhoun Unit 40 electronic communications systems are developed, operated, and maintained as part of the school district information and communication infrastructure. The purpose of these systems is to provide internal and external communication to promote increased educational opportunities for staff, students and the community.

The Calhoun Unit 40 Board of Education strongly believes in the educational value of electronic communication services and recognizes their potential support to curriculum and student learning. The goal for providing this service is to promote educational excellence.

The Calhoun Unit 40 Board of Education will make every effort to protect students and teachers for misuses or abuses as a result of their experiences with the electronic services. All users and contracted service providers shall adhere to board policies, federal and state laws/regulations when accessing or producing electronic services. The Calhoun Unit 40 Board of Education recognizes that on a global network it is impossible to control all materials. The District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility of users procuring material that is not consistent with the education goals within each school.

Students and parents will be informed via the District's Acceptable Use/Permission Form that the following activities are not permitted on the District's computers.

1. Access to material that is inappropriate in the school environment.
2. Behaviors that reduce or negatively impact the safety and security of the students when using electronic mail, chat rooms and other forms of direct electronic communications.
3. Unauthorized access, including "hacking" and other unlawful activities.
4. Unauthorized disclosures, use, and dissemination of student personal information.
5. Overriding, or disabling district filtering measures by anyone other than the District's authorized designee.

Inappropriate use or abuse of the communication systems will result in disciplinary action, ad may result in banning the user/provider permanently from the communication service.

Calhoun Unit 40 Board of Education expressly reserves the right to limit, revise or eliminate any electronic services provided to any user in the system.

AUTHORIZATION FOR INTERNET AND COMPUTER NETWORK ACCESS
CALHOUN CUSD # 40

All use of the Internet (and all services accessed through our Internet connection) shall be consistent with the Board of Education's goals of promoting educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent or designee shall develop an implementation plan for this policy and appoint a system administrator.

School Board members, students, support staff, and administrators shall be held to the same procedures for the purpose of this *Authorization*. Please read this document carefully before signing. 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 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 CUSD 40's Internet must be for the purpose of education or research, and be consistent with the educational goals and objectives of the District.
2. Privileges – The use of CUSD 40's Internet is a privilege, not a right, and inappropriate will result in cancellation of those privileges. The Superintendent, Building Principal, or System Administrator will make all decisions regarding whether or not a user has violated this Authorization and may deny, revoke, or suspend access at this time.
3. Unacceptable Use – You are responsible for your actions and activities involving the District's computer network. Some examples of unacceptable uses and practices 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 devirused;
- Using the internet for private financial or commercial gain;
- Wastefully using resources, such as file space;
- Gaining unauthorized access to resources or entities;
- Invading the privacy of individuals;
- Using another user's account or password – **NOTE: Do NOT give out your password, except on request of the building Principal or System Administrator.** If you suspect that someone knows your password, see the System Admin. to have it changed immediately. You are responsible for **ALL** activity on your account;
- Posting material authored or created by another without his/her consent;
- Using the network for commercial or private advertising;
- Posting anonymous messages;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, bullying, racially offensive, harassing, or illegal material that is harmful to children will be a direct violation of this policy;
- Behaviors that reduce or negatively impact the safety and security of individuals when using electronic mail, chat rooms, Twitter, Facebook, other social media sites, and other forms of direct electronic communications;
- Using the network while accesses to privileges are suspended or revoked;
- Unauthorized access, including "hacking" and other unlawful activities;

4. Security – Network security is a high priority. If you identify a security problem on the network you must notify the system administrator. Keep your account information and password confidential. Do not use another individual's account. Attempts to log in to the network as a system administrator will result in the cancellation of user privileges. Overriding, or disabling district filtering measures by anyone other than the District's authorized designee is strictly forbidden. Any user identified as a security risk may be denied access to the network.

5. Use of E-Mail – The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students 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 email 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 and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
   d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
6. Use of the School District's email system constitutes consent to these regulations.
7. Electronic communications such as email, site access history, and downloaded material may be monitored or read by school officials.
8. 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 creation of computer viruses.
9. No warranties – CUSD 40 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-delivered data, software or hardware failure, or service interruptions caused by its negligence or your 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.
10. Indemnification – The user agrees to indemnify CUSD 40 for any losses, cost, or damages, including reasonable attorney fees, incurred by the District relating to, or arising from, any breach of this *Authorization*.
11. Users are **NOT** to download or install any executable files or any operating system or software upgrades on Unit 40 workstations without the prior permission of the System Administrator.
12. ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS AND WEBSITES: Parents and students are hereby notified that school authorities may request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that the student's account on a social networking website contains evidence that the student has violated a school disciplinary rule or policy. Parents and students are further notified of the following: (a) a student's refusal to provide a password or other related account information upon request shall subject the student to discipline; and (b) a student's refusal to provide a password or other related account information upon request shall be deemed by school authorities and the Board of Education as an admission by the student that he/she has violated a school disciplinary rule or policy. "Social networking website" means an Internet-based service that allows individuals to do the following: (a) construct a public or semi-public profile within a bounded system created by the service; (b) create a list of other users with whom they share a connection within the system; and (c) view and navigate their list of connections and those made by others within the system.

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

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.

3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize 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.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

All students, faculty, support staff, and administration will be trained annually on the safe use of the Internet.

Each student (parent/guardian), teacher, staff member, Board member, and Administrator must sign the *District's Authorization for Internet and Computer Network Access* as a condition for using the District's Internet connection and computer network on an unsupervised basis.

By signing the Parent/Guardian & Student Handbook Acknowledgement/Internet & Network Authorization sheet on the last page of this handbook, I agree to the above policy and (for parents); give authorization for my son/daughter to access the District's computer network and Internet.

Updated July, 2014

Cell Phones/Electronic Communication Devices:

All students must follow district policies and procedures regarding cell phone/other electronic communication devices possession or usage on school property, including school buses. The policies and procedures must be strictly adhered to and are as follows:

- "The school administration is authorized to discipline students for gross disobedience or misconduct regarding the use or possession of a cell/smart phone, electronic signaling device, a two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the Building Principal." (School Board of Education Policy 7:190)

- Cyber Bullying: Any communication or materials created OUTSIDE of school that are discussed, distributed or brought into the school setting or that substantially interfere with or disrupt the educational process are subject to disciplinary action.

- Students who bring electronic communication devices to the school building/grounds during school hours MUST keep them turned off, in their book bag, and stored inside their assigned lockers during the school day. The building principal and/or teachers may allow students to use their cell/smart phones at other times when deemed appropriate and with their permission and/or supervision.

- Students may be disciplined for sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting."

STUDENT BEHAVIOR

In order to provide a safe learning and working environment, which is the right of each student and employee of the school district, it is necessary to maintain order and discipline. At Calhoun CUSD #40, we believe that:

- Most students have a sincere desire to control their own behavior in a correct and appropriate manner.
- A teacher has the right to teach and students have the right to learn in the school's classrooms.
- Logical/negative consequences occur for misbehavior.
- Logical/positive consequences and rewards occur for appropriate behavior.
- For the purposes of enforcing discipline in the school, teachers and other certified educational employees stand in relation of the parents/guardians to the pupils and may enforce reasonable rules of student conduct. (105 ILCS 5/24-24) (Under no circumstance is a parent to confront a child, other than their own, on school property regarding problems or conflicts related to school matters. These situations must be brought to the attention of school personnel and building Principal for resolution.)

Prohibited Student Conduct

Students may be disciplined for misconduct or gross disobedience, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:

a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
c. Any performance-enhancing substance on the IHSA's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (s) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
g. Drug paraphernalia, including devices that are or can be used to: (a)ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular phone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (call 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, batter, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonable be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made

Is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonable interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

22. Operating a unmanned aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposed of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

When and Where Rules of Conduct Apply

- School personnel are responsible for taking disciplinary action whenever student conduct is inappropriate or unsafe and is reasonably related to school or school activities. These areas of jurisdiction include, but are not limited to:

  a) On or within sight of, school grounds before, during or after school hours and at any time;

  b) Off school grounds at a school-sponsored activity, function or event, or any activity or event that bears a reasonable relationship to school;

  c) Traveling to or from school or a school activity, function or event; or

  d) Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: a) be a threat or an attempted intimidation of a staff member; or b) endanger the health or safety of students, staff, or school property.

The Calhoun CUSD #40 Board of Education and the Illinois State Board of Education (ISBE) recognize that parents/guardians have the primary responsibility for the discipline of their child or ward. Students will learn to control their own behavior and become self-disciplined adults when the home, school and the student work cooperatively to reach this goal. ***Any behavior that does not comply with the district's educational mission or causes disruption will not be tolerated.***

The following is a suggested definition of discipline. "Discipline is the process by which the young person is guided in such a way that he/she will develop the ability to direct his/her thoughts and control his/her actions in a manner which is generally acceptable to society."

Since the primary objective of discipline is self-discipline, it is expected that students may be expected to assume responsibility for their own behavior. Whenever the student is not meeting progress toward the goal of self-discipline, every opportunity will be taken by administration and faculty to inform parents. We take this responsibility seriously. We ask for your cooperation in helping us teach our students how to live peacefully with one another.

Other Behaviors Not Tolerated

Calhoun Elementary additional violations of the rules of student conduct include but are not limited to the following:

- Using unkind and obscene/profane language (verbally or written/graffiti) or gestures;
- Being disrespectful and/or insubordinate to Calhoun Elementary students, staff (including substitutes) or administration;
- Possessing obscene or pornographic materials on school property;
- Running, pushing or shoving others in the classrooms or hallways;
- Throwing any object at another person, i.e. rocks, snowballs, pencils, paper wads, food items, etc.;
- Making unnecessary, loud/disruptive noises in the classroom or hallways; especially when classes are in session;
- Entering classrooms or locations within or outside the building without staff supervision or permission;
- Entering the staff work room and/or using school equipment without supervision/permission;
- Failing to go directly to classrooms when the bell rings; Recess time is for drinks and restroom;
- Tardy to school or class;
- Lack of preparedness for class with all necessary materials and assignments completed;
- Failure to remove hats when entering the building during regular school hours;
- Inappropriate dress as per the section of this handbook entitled “Dress and Grooming”.
- Displaying inappropriate affection - i.e. kissing, hand holding, hugging, etc.;
- Spitting- anywhere, anytime, anyplace;
- Climbing on the closed or partially closed bleachers in the gymnasium in order to retrieve playground balls, or for any other reason;
- Traveling underneath the bleachers for any reason. The supervising adult ONLY will be allowed to retrieve items from under the bleachers—carefully with both feet touching the gym floor only, and not any part of the metal frames underneath—especially those that run across the top of the gym floor;
- Climbing over fences or onto building to retrieve balls or equipment;
- Chewing gum in the building at any time;
- Bringing animals, audio or video equipment, or special interest items to school (i.e., including, but not limited to, laser pointers), toys, and/or “trading cards” of any kind to school or on the bus without the prior permission of the classroom teacher or the Principal. If a student is in possession of such items, the items will be confiscated and not returned to the student. Parents only, will be allowed to pick up the confiscated items from the office;
- Bringing Hacky Sacks and/or sports equipment from home without the supervising teacher’s permission—these items may not be used or displayed in the classroom and will not be used to harm any person;

- Bringing water guns, bean shooters, super balls, etc. to school. Students will not be allowed to bring "look alike" guns or knives to school of any kind (including paint gun items).

- Failure to stay in designated areas during bad weather and not wiping your feet upon entering the building from the playground area.

- Vandalizing, destroying or defacing the property of others or of school property;

- Truancy from school: School authorities cannot be expected to be responsible for students who are not in school when their parents think they are; therefore, if students are truant, the student and parent can expect possible disciplinary action. Parents should also be aware that the law holds them responsible for repeated truancy of a child, with specific penalties (see truancy/attendance portions of this handbook);

- Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, hazing, and eavesdropping (including recording any student, or school employee without their knowledge);

- Possession of, threatening the use of, or the use of explosives, firearms, and other dangerous weapons or instruments (this includes items that look like the above-mentioned list). Any item, such as a baseball bat, pipe, bottle, lock, silverware, stick, pencil and pen, is considered a weapon if used or attempted to be used to inflict injury upon another person. (Ref. Board policy #7:190)

Vandalism

All school property is state property with the Board of Education charged as trustees to see to its proper use and care. Therefore, state vandalism laws regarding marking, marring and defacing of buildings or contents, such as walls, desktops, or computers, **must be prosecuted under State Law**.

In the broadest sense, school property belongs to the whole community for its proper use. Anyone who uses such property unwisely and to the disadvantage of the whole community will be required to pay for negligent or deliberate damage.

Malicious damage resulting from the action of a student will be the parent's responsibility. Please note that the Board of Education will prosecute anyone who is responsible for committing acts of vandalism to the fullest extent of the law.

It is the district's desire that the school properties present a pleasant image in the community, comparable to the surrounding nice homes and well-kept lawns. Both teachers and parents should make a joint effort in teaching students to respect school properties as well as properties of their neighbors as they travel to and from school.

Weapons Prohibition

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 alikes" 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.

Gang and Gang Activity Prohibited

Students are prohibited from engaging in gang activity. A "gang" is a group of two or more persons whose purpose includes the commission of illegal acts. No student shall engage in any gang activity, including, but not limited to (Ref. Board policy #7:190):

Gang and Gang Activity:

> "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.

Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions (in no particular order):

- Conference with parents/guardians;
- Removal from extra-curricular and athletic activities;
- Suspension for up to 10 days;
- Expulsion;
- Referral to appropriate law enforcement agencies.

Sexual Harassment and Teen Dating Violence Prohibited

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. 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; or

2. has the purpose or effect of:
   a. substantially interfering with a student's educational environment;
   b. creating an intimidating, hostile, or offensive educational environment;
   c. depriving a student of educational aid, benefits, services, or treatment; or
   d. making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The term "sexual violence" includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. 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 sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, or a Complaint Manager. 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.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal, for appropriate action. (Ref. Board Policy #7:20)

The names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers are available through the Superintendent's office (618-576-2722). At least one of these individuals will be female, and at least one will be male.

Fighting/Bullying/Violence

Fighting on school grounds, on the school buses, or at any school activity is prohibited. Fighting will result in disciplinary action from the school and may warrant legal action.

ACCORDING to Public Act 92-0064, the Calhoun Board of Education will recognize its responsibility to maintain order and security in the schools. Accordingly, school authorities are authorized to maintain an environment in which no violence, harassment or bullying is tolerated. Those students whose behavior or schoolwork demonstrates a potential for violence or threat to the safety of others will be identified and referred to appropriate personnel or community agencies/resources. Parents will be notified of violent, harassment or bullying behaviors. (Ref. Board policy #7:20)

Bullying/Harassment is defined as:

"harassing or intimidating conduct, whether verbal, physical, or visual, that affects 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, or wearing or possessing items depicting or implying hatred or prejudice."

Preventing Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important school goal.

Bullying on the basis of actual or perceived race, color, nationality, 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.

For purposes of this policy, the term bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

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

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. For purposes of this policy, the term bullying includes harassment, intimidation, teen dating violence, retaliation, and school violence.

A student who is being bullied is encouraged to immediately report it orally or in writing to the District Complaint Manger, Nondiscrimination Coordinator or any staff member with whom the student is comfortable speaking. Anyone who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager, Nondiscrimination Coordinator or any staff member. The school will not punish anyone because he or she made a complaint or report, supplied information, or otherwise participated in an investigation or proceeding, provided the individual did not make a knowingly false accusation or provide knowingly false information. The school will protect students against retaliation for reporting incidents of bullying, intimidation, teen dating violence or harassment, and will take disciplinary action against any student who participates in such conduct.

Nondiscrimination Coordinator:

Name: Kathy Schell
Address: 52 Poor Farm Hollow Road, Hardin, IL. 62047
Telephone: 618-576-2341

Complaint Managers:

Name: Alan Shofner
Address: 52 Poor Farm Rd., Hardin, IL
Telephone: 618-576-2341

Name: Traci Hillen
Address: 52 Poor Farm Rd., Hardin, IL
Telephone: 618-576-2341

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

- A simple warning or teacher control measures to stop the inappropriate behavior (i.e., teacher gives a look to express displeasure, shake of the head to acknowledge misbehavior or the movement of the teacher to the point of disturbance in the classroom);
- Temporary removal from the classroom;
- Teacher-student conferences/counseling;
- Parent/Guardian notification;
- Withholding of privileges, such as free time or recess;
- Lunch/recess hour STUDY (approved by the principal and supervised by either the principal or office personnel) or after school STUDY (If after school transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student);
- Parent-teacher conferences either in person or by telephone; Parent-teacher conferences may include the Principal or Superintendent.
- Principal's Office Referral;
- Principal-student Disciplinary Conference;
- Field trip forfeiture;
- Referral to the district Social Worker for counseling;
- Return of property or restitution for lost, stolen or damaged property;

- Student Written Response with Disciplinary Conference;
- In-school alternative discipline or In-school suspension with proper supervision;
- Suspension from attending extra-curricular activities or participation in athletic and/or extra-curricular activities;
- Community Service;
- Parent/Guardian supervision of the student during the day at school;
- Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules;
- Suspension of bus riding privileges;
- Suspension from school and all school activities for up to 10 days. A suspended student shall also be prohibited from being on school grounds;
- Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student shall also be prohibited from being on school grounds;
- Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under the law;
- Notifying juvenile authorities or other law enforcements whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies;
- Whatever other measures are deemed appropriate under the given circumstances including involvement of law enforcement agencies.

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

***** Corporal punishment is prohibited.**
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.

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Students with disabilities: Those students identified as having a specific disability will be disciplined in accordance with those procedures deemed appropriate for similarly situated students or as governed by their IEP.

Bus Rules – According to State Regulations:

Common sense usually dictates how one should act when riding the bus or while waiting for it to arrive. The following rules apply to riding the district's busses. These include, but are not limited to:

- Do not leave your seat while the bus is in motion.
- Be alert to a danger signal from the driver.
- Always listen to the driver's instructions.
- Sit with your hands to yourself.
- Remain in the bus in the event of a road emergency until instructions are given by the driver. If the driver is unable to give instructions, exit through the nearest exit.
- Keep hands, head, arms and feet inside the bus at all times. Do not throw anything out of the bus windows or at someone else on the bus.
- Remember that unnecessary confusion diverts the driver's attention and could result in a serious accident.
- Be absolutely quiet when approaching a railroad crossing.
- Help keep the bus neat and clean. **Eating and drinking are not allowed on the bus**.
- Do not tamper with the bus or any of its equipment.
- Carry NO animals on the bus without permission of the school Transportation Director and the Superintendent and/or the Principal.
- Be courteous to fellow pupils and the bus driver.
- Help look after the safety and comfort of the smaller children.
- Do not ask the driver to stop at places other than the regular bus stop. The driver is not permitted to do this, except by proper authorization from a school official. .
- Dress appropriately 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 being caught in bus doors, railings or aisles.
- Arrive on time at the bus stop and stay away from the street while waiting for the bus.
- 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. Do not move toward the bus until it comes to a complete stop and the safety arm is down.
- Choose a seat and sit in it immediately upon entering the bus. Do NOT stand in the entrance or in the aisle.
- Do not move from one seat to another while on the bus.
- Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
- 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.
- 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. Do not be in a hurry to get across the street. Remember those cars? Sometimes, unfortunately, they do not think about you and you are a lot smaller.
- Never run back to the bus, even if you dropped or forgot something.
- If you are being allowed to stand in someone's driveway or on someone's property while waiting for the bus, use good manners and self-discipline. You are a "guest" on their property. If you cause problems, you may be asked to leave, or the person owning the property may call the Principal's office asking that disciplinary measures be taken.
- Weapons have no place on school property and are strictly prohibited. (Ref. Board policy #7:220)- Buses are considered school property.
- Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
- Use emergency door only in an emergency.
- Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
- Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
- Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
- Parents will be liable for any defacing or damage students do to the bus.

Finally, realizing that you are still responsible for your own behavior and actions whether it is at school, at a school event or on the bus. Students who choose to break the rules and put everyone's safety on the

bus at risk will force the bus driver to report this misbehavior to school authorities by using a bus conduct referral form.

Bus Conduct (Ref. Board Policy # 7:220)
All students must follow the District's School Bus Safety Guidelines. Gross disobedience or misconduct providing grounds for suspension from riding the school bus include:

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

Bus Suspensions

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. Parents will be notified either by phone or by mail. Students are required to attend school during bus suspension periods. 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.

Use of Video Tapes on Buses. Video cameras may be used on school buses in order to monitor conduct and maintain a safe environment for students and employees and may be used for the purposes of investigation into misconduct or accidents on the bus. Students are prohibited from tampering with the bus video cameras. The content of the videotapes are student records and are subject to District policy and procedure concerning school student records. Only those people with a legitimate educational, disciplinary, or administrative purpose may view the videotapes. If the content of videotape becomes the subject of a student disciplinary review, it will be treated like other evidence in the proceeding.

Extra-curricular Transportation. When the district provides transportation for school sponsored activities, all students will ride the bus to and from the activity, unless the parent/guardian has made prior arrangements, in writing, with the administration or faculty member responsible for supervision of the activity. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperone appointed by the school.

Nonviolent Crisis Intervention Program
Calhoun Unit 40 employees are trained through 4-Rivers Special Education District and the Crisis Prevention Institute (CPI) to address students who may be at risk of harming themselves or others, through nonviolent crisis intervention. The program focuses on crisis prevention and the creation of restraint-free environments through a commitment to Care, Welfare, Safety, and Security. While used a last resort, physical intervention procedures are taught and allowed to be used, as part of the program to provide Calhoun staff with the skills necessary to safely manage any student emergency, crisis situations that arise

Forfeiture of Field Trips: Field trip privileges may be forfeited under the following conditions, but not limited to:

- If any student has been absent 5% or more of the current attendance days at the time of the trip (chronic truant).
- If a student has had 3 or more discipline referrals to the office during the current semester.
- If a student has received one out-of-school suspension or two in-school alternative disciplines.
- If a student has 3 or more detentions during the current semester.
- If a student fails to provide appropriate permission from parent/guardian or teacher.
- If a student fails to complete appropriate coursework.
- Any behavioral or safety concerns.
- Other reasons as determined by the school.

Notice of Concern:
A "Notice of Concern" form may be sent to parents as a proactive form of communication when any student displays behaviors that may lead to more serious infractions. Concerns may include both academic difficulties and behavioral misconduct. The notice may request a conference with the teacher/s in order to best assist the student in correcting the problem behaviors.

Detentions:
Students may receive detentions for minor violations of the Rules of Student Conduct. Continued violations may result in the student being assigned an In-School Alternative Discipline.

- Detention room will be supervised 5 days per week for 30 minutes after school
- The building Principal may assign detentions to be served during the lunch/recess period.
- Students have up to 5 days to serve the detention.
- It is the student's responsibility to explain the detention to their parents AND to get the detention slip signed and returned to school.
- Teachers/administration will attempt to contact a parent when giving a detention.
- If detentions are not served, the student may be given one In-School Alternative Discipline.
- After receiving three detentions during the quarter, any additional detentions may result in an In-School Alternative Discipline.
- After two In-School Alternative Disciplines during 1 Quarter, students may be given one Out-of-school suspension for the next infraction.
- Teachers will make a reasonable attempt to notify parents/guardians by phone.
- Parents will be notified in writing via a pink "Detention Notice."
- Students who continue to misbehave during an assigned detention, may serve extra detention time.

In-School Alternative Discipline:
The Superintendent and Principal are authorized to assign students to in-school alternative discipline time. During this time, students will be under the direct supervision of either a.) administration, b.) office personnel, c.) teachers, and/or d.) a designated teacher/sub. Students may be assigned in-school alternative discipline whenever:

- Their conduct and behavior disrupts the educational process;
- Profane language is used toward school personnel or students;
- A student chooses not to report for assigned detentions.
- There is no improvement on the part of the student to discontinue the breaking of classroom rules or inappropriate behaviors.
- The administration determines that this type of consequence is in the best interest of the student for the breaking of school rules.

In addition to the daily work required by the classroom teachers, there may be extra assignments given by the principal relating to the student's misbehavior. These assignments will be completed before a student is released from in-school alternative discipline even if it carries over to after school hours.

Students subject to in-school alternative discipline shall not attend nor participate in extra-curricular activities from the time that the alternative discipline is imposed until, and through, the evening of the day that the alternative discipline is served.

Out-of-School Suspensions: The Superintendent and Principal are authorized to suspend students out-of-school for a period not to exceed ten (10) days. Students may be suspended out of school for any of the following, but not limited to:

- Disobedience of directives from staff members or school officials and/or rules and regulations governing student conduct;

- Possession, use, distribution, purchase, sale or if found to be under the influence of controlled substances ad look-alike substances and/or alcoholic beverages.

- Injury or threat of injury to any school district employee, official or student;

- Destruction and/or defacement of any school property;

- Possession, use, or distribution of a dangerous weapon;

- Other such conduct that poses a danger to persons or property or disrupts the educational process.

Students subject to out-of-school suspensions shall not participate in extra-curricular activities from the time that the suspension is imposed until and through the evening of the day that the suspension is served. In addition, a suspended student is prohibited from being present on school grounds.

Make-up work shall be required of a student who is given an out-of-school suspension.

Due Process: Prior to out-of-school suspension, the student shall be due the following procedural protection:

- Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.

- A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.

- Any suspension shall be reported immediately to the student's parents)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. A copy of a notice shall be given to the Board of Education.

- Upon request of the parent(s)guardian(s), a review of the suspension shall be conducted by the Board of Education or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board of its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

Expulsion: The Board of Education is authorized to expel students guilty of gross disobedience or misconduct for the remainder of the school term or a shorter period as determined by the Board. Prior to expulsion, the student and/or parents/guardians shall be due the following procedural protection:

- Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.

- During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses, and other evidence and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate. (Ref. Board Policy #7:210).

Students subject to expulsion shall not be on school property for any reason from the time that the expulsion is imposed until and through the evening of the day that the expulsion is completely served.

Search and Seizure:

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

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

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

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

Students

School authorities may search a student, a student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) and/or a student's locker when there are reasonable grounds for suspecting that the search will produce evidence that the particular student has violated or is violating the law or the district's conduct rules. (Ref. Board Policy #7:140) The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

Seizure of Property

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

Access to Student Social Networking Passwords & Websites

Parents and students are hereby notified that school authorities may NOT request or require a student or his or her parent(s)/guardian(s) to provide a password or other related account information to gain access to the student's account or profile on a social networking website. Examples of social networking website include Facebook, Instagram, Twitter, and ask.fm.

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.

Dress & Grooming

Calhoun CUSD #40 believes that the responsibility for the appropriate dress and good grooming of our students belongs primarily to the parents and to the students themselves. We have appreciated our parents' efforts to make this school a good place to learn, work and play. The district has always been proud of the appearance of our students.

Cleanliness and neatness of dress are conducive to good citizenship and good school morale. Students are expected to dress appropriately, with dignity and in good taste while at school and/or attending school sponsored activities.

In general, it is expected that each student demonstrates good personal hygiene by coming to school physically clean and appropriately dressed for the weather. It is not necessary for you to purchase expensive clothing, but you can do your share by being neat and clean at all times. How you dress reflects the amount of pride you take in yourself

Examples of clothing and/or grooming, which are ***inappropriate*** for the school/learning environment or school sponsored events, include but are not limited to:

- Clothing which promotes or suggests the use of alcohol, drugs, or tobacco. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.

- Clothing which does not allow the top and bottom items to meet nor covers the midriff area.

- Clothing (including accessories) which causes a distraction at school or brings undue attention

(example: overexposing undergarments or parts of the body which should remain covered, i.e., short shorts, tube tops, halter tops, spaghetti strap tops, see-through or mesh tops, sagging pants, tank tops, etc.)

- Clothing (including accessories) which displays lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.

- Grooming, or lack of grooming or hygiene, which causes a distraction at school or brings undue attention;

- Anything that comports with the school's educational mission or causes disruption in the educational process.

More specific examples of inappropriate attire that may not be worn at school may include, but are not limited to:

- Boys' shirts having no sleeves.
- Strapless dresses or tops.
- Any clothing articles with holes or netting that is see-through or exposes portions of bare skin or undergarments.
- Girls' shirts/clothing that allows for their cleavage to be seen shall not be worn.
- No bare feet.
- PE clothing worn in the classroom.
- Dresses, skirts, and shorts should be of reasonable length for the school environment (*as determined by administration).*
- Clothing, which is manufactured, cut or torn out in such a way as to be intentionally, or unintentionally, immodestly revealing – showing skin and/or undergarments
- Sunglasses worn in the building or in the classroom *(unless a medical authorization is on file in the office.)*
- Trench coats, overcoats, or chains on belts or pants.
- Jewelry with sharp and/or pointed edges; especially during Physical Education classes or athletic events *(examples: necklaces with spikes.)*
- Remove head coverings upon entering the building.
- Coats and jackets shall be removed upon entering the building a placed in lockers. These items are not to be worn in the classrooms. Exceptions can be made with teacher permission when there are temperature concerns.

School personnel will enforce dress standards when there are considerations of health, safety or undue disruptive factors involved. The administration reserves the right to determine whether student dress is appropriate or disruptive to the educational process.

Students who are dressed inappropriately may be asked to do the following, which includes but is not limited to:

- Phone home to parents/guardians to have them bring an appropriate set of clothing to wear at school. *If parents cannot be reached, the student will be given proper attire to wear.*

- Sent home to change into appropriate clothing for school purposes,

- Going to the restroom to turn a shirt inside out for wear during the remainder of the day.

Students who continue to dress inappropriately will be considered insubordinate and will be subject to the disciplinary measures listed in this handbook.

Suicide and Depression Awareness and Prevention – Public Act 99-443

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

The school district is aware of student and parent resources on suicide and depression awareness and prevention. Much of this information can be obtained from the school office of the social worker.

Emergency Dismissal Procedures

During the winter months when inclement weather causes road conditions to become hazardous, it may be necessary to call off school or dismiss school early. Please listen to your area news, television stations for school closing information:

It is highly recommended that parents arrange for someone to take your child into their home in case of an emergency or early dismissal.

"SCHOOL MESSENGER" Parent Contact System:

School Messenger – an automated phone/email contact system will be used to contact parents or groups of parents during the school year. The Calhoun CUSD 40 schools may send messages to parents of students in the district for general announcements, emergency situations, early dismissals, important reminders, student's absences, etc. The program will send messages to regular telephones and cell phones, and will also send email messages per parent's request. ***Please do not ignore these important messages from your child's school.***

Emergency Drills

For your protection, emergency, safety drills are held at various times throughout the school year. Such drills are necessary for the safety of the students in the building. Your attitude toward these drills should be serious.

Earthquakes: Earthquakes can occur without any warning. If an earthquake occurs-

While in the classroom:

- Take cover under a sturdy piece of furniture such as a table or desk.
- Stay under cover until the shaking stops.
- Remain quiet and listen for directions from the teacher. Due to electrical outages, the intercom system may not be functional.
- When the shaking stops, teachers will lead students out of the building while avoiding potential hazards such as downed power lines, walls, etc.
- Stay out of the building until the proper authorities have determined its structural integrity. The administration will give the "all clear" when it is safe to go back into the building.
- Be alert and prepared for aftershocks.

While outside:

- Get into an open area away from trees, buildings, walls and power lines.
- Lie down or crouch low to maintain balance.
- Remain quiet and listen for directions from the teacher or supervisor.
- Stay out of the school building until the proper authorities have determined its structural integrity. The administration will give the "all clear" when it is safe to go back into the building.
- Be alert and prepared for aftershocks.

Fires: During a fire drill, we need to exit the building quickly and safely. Running, pushing and shoving have no place in a drill and could easily get someone hurt. At all times, students are to remain quiet and follow specific instructions from their teacher or the supervisor in charge.

General instructions for fire drills:

- A buzzer will sound the warning.
- Students will line up single file and leave all belongings in the room.
- The teacher will close all the windows in the classroom and close the door as the last student leaves the classroom.
- The teacher will follow the students out of the building carrying his/her grade book and will take roll when all students are outside and away from the building.
- Never cross over a fire hose.
- Students and teachers will re-enter the building when the "all clear" is given.
- At all times, students will remain quiet and follow the specific instructions of their teachers or the supervisor in charge.

Special considerations:

- **When you are out on the playground** and the warning sounds, form into ranks by classroom staying 100' beyond the building and remaining there until the "all clear" is given.
- **When exits are blocked,** the teacher will redirect his/her students to the nearest unblocked exit.

Tornados: Tornadoes can take place without warning. It is extremely important that students remain quiet during alerts and listen for specific instruction from the classroom teacher.

- ***Tornado Watch:*** When a tornado alert is given for the regional area, this information will be passed on to the teacher and students via a note or announcement over the intercom. Teachers and students should discuss preparedness plans.
- ***Tornado Warning:*** When a tornado is reported heading for the area, an intermittent bell or buzzer sounding for a long time will indicate a warning to proceed to designated safe areas. Directions may also be given via the intercom. Upon hearing this, students must be absolutely quiet and follow the exact instructions of their teachers or monitors on duty.
- ***If in the classroom,*** students are to follow the teacher to the designated safe area. Most often, this will mean move to the hallway at teacher's direction and take cover by kneeling and lying down with heads covered by placing their arms over their head.
- ***If a group is in the hallway or the cafeteria,*** when the Tornado Warning comes, the teacher or monitor will have everyone kneel and protect their heads against an inside wall, unless told otherwise. When in the cafeteria, people are to get under tables near the inside (north or south) wall.

Equal Educational Opportunities

Calhoun CUSD #40 ensures that equal educational opportunities are offered to all students without regard to their sex, race, color, natural origin, age, religion or handicap. Questions in reference to equal opportunity matters should be directed to Calhoun CUSD #40 Superintendent, Box 387, Hardin, IL 62047, or by calling 618/576-2722. (Ref. Board Policy #7:10).

Sex Equity: No student shall, on the basis of his/her sex, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity. A discrimination grievance may be filed with the Calhoun 40 Superintendent, Box 387, Hardin, IL 62047, or by calling 618/576-2722. (Ref. Board Policy #7:10).

Field Trips

Field Trips are permissible when the experiences are an integral part of the school curriculum and/or contribute to the District's educational goals.

Field trips are a privilege, not a right. Any student having behavioral difficulty in the classroom may be excluded from participation in the field trip at the discretion of the building principal. Additionally, if a student misbehaves on a field trip, he/she may be excluded from any additional trips.

It is up to the discretion of the teacher to determine who and how many parent chaperones will accompany the class on any field trip. Parent chaperones are expected to follow all school and bus rules, just like the students. (no food or drinks on the bus, no smoking, no profane language, etc.).

Students are expected to ride the bus to and from all school sponsored field trips. When buses are used for transportation to field trips, the bus ride is an integral part of the over-all field trip experience. Students will not be allowed to ride to a school-sponsored field trip with a parent/guardian/other unless prior arrangement have been made with the building principal. Permission will be granted only for emergency situations or special circumstances. Field trips are part of the educational process and often will include return bus activities and/or follow-up activities in the classroom upon the arrival back to school. It is important that students are a part of the entire school day.

Students must report to school for attendance prior to any field trip or they will be marked absent.

All field trips must have the Superintendent or designee's prior approval, except that field trips beyond a 200-mile radius of the school or extending overnight must have the prior approval of the Board. The following factors are analyzed when determining whether to approve a field trip: educational value, student safety, parent concerns, heightened security alerts, and liability concerns. On all field trips, a bus fee set by the Superintendent or designee may be charged to help defray the transportation costs.

Parents/guardians of students: (1) shall be given the opportunity to consent to their child's participation in any field trip, and (2) may be responsible for all entrance fees, food, lodging, or other costs. Any field trip may be cancelled without notice due to danger to students, staff, or chaperons. Monies deposited may be forfeited. (Ref. Board policy #6:240)

While traveling on field trips, students are expected to follow all rules listed in this handbook.

Grading Scale

92 to 100	= A
84 to 91	= B
76 to 83	= C
68 to 75	= D
67 or lower	= Failing

Grading, Promotion and Retention (Ref. Board Policy 6:280)

Placement, promotion and retention shall be made in the best interest of the student after a careful evaluation by the administration, teachers and parents of all the factors relating to the advantages and disadvantages of alternatives. We at Calhoun CUSD #40 believe grades, attendance and teacher recommendations are good indicators as to whether a child has gained the knowledge necessary to advance to the next higher level in their school experience. Promotion, from grade to grade, for purely social reasons is discouraged and illegal.

The administration and professional staff has an established system of grading and reporting academic achievement to students and their parents/guardians. The system also determines when promotions and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the standards-based curriculum, attendance, performance based on the Illinois Standards assessments of achievement, or other testing. A student shall not be promoted based upon age or any other social reason not related to academic performance. Interventions shall be put in place for students who fall behind before retention is considered.

Parents/Guardians will be informed regularly, at least four times per year, concerning a student's academic achievement. When a student's performance requires special attention, the administration, teachers and parents will meet to discuss the current problem situation and methods for improving student learning.

Decisions to retain or promote will be made by a school team. Members of the team may consist of classroom teachers, administration, guidance counselor/social worker and special education teachers. Parents/guardians will be informed of any team concerns leading up to the final determination. The final decisions regarding placement, promotion or retention, rests with Calhoun Unit #40 administration.

Honor Roll: We at Calhoun CUSD #40 believe it is important to recognize hard work and achievement. The Honor Roll list for upper grades is computed each quarter. In order to be placed on the Honor Roll list, a student must meet the following requirements each quarter:

- No incomplete grades recorded
- A "B" average or above is maintained.
- Absolutely no grades of "D" or "F" in CORE subject areas

Progress Reports

Standards-based Reports are sent home with students in the lower grades at least 3 times per year. These reports will be aligned to the new Illinois Common Core Learning Standards, composed of grade-level learning expectations as directed by the Illinois State Board of Education.

Students in the upper grades will have reports available at the midpoint of each quarter and final progress reports are sent home at the end of each quarter. Upper grade teachers will use the traditional letter grading system of A, B, D, and F along with pluses and minuses.

Parents are encouraged to contact the classroom teachers if they have questions/comments concerning their child's progress reports.

Sex Education Instruction Information and Option to Waive – 6th-8th grades

Students will not be required to take or participate in any class or course in comprehensive sex education **if his or her parent or guardian submits a written objection**. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

Please obtain and print the appropriate district form if you wish to examine the instructional materials AND/OR you intend to waive your child's attendance in comprehensive sex education (via the district webpage – **www.calhoun.k12.il.us**) and provide the completed form to the classroom teacher prior to the instruction taking place if you do NOT wish for your child to participate. **If such a request is not made, students will participate in the lessons as assigned.**

Parent-Teacher Conferences

Communication is essential to learning. It is extremely important for parents to keep in close contact with their child's teacher concerning student progress. Parent-teacher conferences are specifically scheduled school-wide for this purpose.

Please do not feel that these are the only times that you may confer with your child's teacher. When the need arises, please call the school in advance to schedule a meeting with the teacher. Most problems that students experience in school can be resolved easily when parents and teachers communicate at the first sign of the problem. ***Together***, we can provide the best learning opportunities for our children.

Hallways & Restrooms

To avoid confusion and promote everyone's safety, students are advised to **"keep to the right"** when using the hallways. Walk in the hallways and do not run. Students are expected to pass through the hallways in an orderly and quiet manner at all times, especially when other classes are still in session.

Mandated Reporting of Abuse

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.

Educators are mandated reporters of suspected child abuse. Any suspected cases of abuse will be reported.

Health Program and Requirements

ALL new and out-of-state transfer students must have up-to-date immunization records. School personnel are authorized to prohibit a student from attending school, until immunization requirements have been met. The State of Illinois requires that all students attending school meet certain health standards. These include:

- A physical examination is required for children who are entering school (excluding transfer students) for the first time, new students, kindergarten,, 6th grade, 9th grade and out-of-state transfers. These physicals exam form will be kept on file in the nurse's office of the school.

- Proof of having received required immunizations must be kept on record in the administrative office of the school that the child attends. Immunizations must be recorded according to the month, day and year given. Specific information can be obtained from the health department at 576-2428.

The requirements regarding immunization for students in Calhoun CUSD # 40 are the same set forth in the Illinois School Code and as enforced by the Illinois Dept. of Public Health.

"At a Glance" ENTRANCE REQUIREMENTS FOR SPECIFIC GRADE LEVELS:

Incoming Kindergarten:

- Complete physical exam within one yr. prior to the start of school
- Up to date immunizations – Dtap, 4 Polio, 2 MMR, 3 Hep. B, 4 Hib
- Proof of 2 doses of Varicella vaccine
- Complete eye examination by October 15, 2015
- Must have dental exam completed between October 6, 2014 and May 15, 2016

Incoming 2nd Grade:

- Must have dental exam completed between October 16, 2014 – May 15, 2016

Incoming 6th Grade:

- Complete physical exam within one yr. prior to the start of school
- Must show proof of receiving on dose of Tdap vaccine regardless of the interval since the last Dtap, DT, or Td dose.
- Proof of 2 doses of Varicella vaccine
- Proof of 1 dose of Meningococcal Conjugate vaccine
- Must have dental exam completed between October 16, 2014 – May 15, 2016

Incoming 9th Grade:

- Complete physical exam within one year prior to the start of school
- Proof of 2 doses of Varicella vaccine

Incoming 12 Grade:

- Proof of 2 doses of Meningococcal Conjugate vaccinie with second dose given on or after 16th birthday

CURRENT SPORTS PHYSICALS

- Any student participating in a sport must have a current sports physical completed prior to the start of the first practice.

***Vision and Hearing Screenings at school*:**: Vision and hearing screenings are completed yearly. Screenings are mandated for the following:

Vision: All new students, Kindergarten, 2nd, 8th, students with an I.E.P., transfer students, and/or parent/teacher requests.

Hearing: Kindergarten, 1st, 2nd, 3rd, students with an I.E.P., transfer students, and/or teacher/parent requests.

. Medication at School

The purpose of administering medications in school is to help each child maintain an optimal state of health so that his/her ability to learn will be enhanced. The home and school must work together to accomplish this goal. It is to everyone's benefit when the number of, and amount of, medication given at school is reduced.

*****MEDICATIONS WILL NOT BE GIVEN AT SCHOOL UNLESS*:***

- a parent has signed and provided the office/nurse with a "medication authorization form" (available in the back of this handbook).
- The medication is ordered to be given 4 times a day or as needed.
- The medication is in its original over the counter or prescription bottle with the child's name on it.

*****IT IS AGAINST THE LAW TO SEND "PILLS" TO SCHOOL IN AN UNLABELED BOTTLE**. Do not send in an envelope or baggie with a note. They will be disposed of.

Three (3) dosages per day medication should be given at home unless instructed to do otherwise by a physician. One dose may be given just before the student comes to school. The second dose may be given when the student comes home from school. The third dose may be given at bedtime.

The following guidelines have been established for the safety of all students when it becomes necessary for medication to be given at school:

- All medication shall be left with the school nurse or, in the absence of the school nurse, with office personnel for safekeeping and administration. Students are not allowed to carry medications on their person during school hours, with the exception that a student may possess medication prescribed for asthma or diabetes, (such as inhalers or epi-pens for severe allergic reactions, as stated in 105 ILCS – 5/22-30) for immediate use at the student's discretion provided the student's parent/.guardian have completed and signed a *"School Medication Authorization Form."*
- The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or the medication's storage by school personnel. Parents/Guardians must indemnify and hold harmless Calhoun CUSD #40 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 medication or the storage of medication by school personnel.

Emergency numbers: Parents are asked to notify the school where they may be reached if they are away from home for a length of time. Emergency numbers should be updated periodically; for your child's safety. It is **extremely important** to have at least ***two*** emergency contact persons available in the event that you cannot be reached. If your child is sick or injured we need to reach you1

Health issues: Any health problems, allergies, or surgery should be brought to the attention of the school nurse so that the child can be properly monitored while at school. If a child is ill with anything that can spread, please contact the school nurse before sending the child to school. Children should be kept home until they are fever free for 24 hours. Students who are obviously ill do not learn well and pose a hazard to their classmates. The school will call parents or guardians and ask that you take the child home whenever a child is ill.

Head lice: Upon discovery of head lice, a student will be isolated from the general student population until parents/guardians can pick them up. The student and member of the student's household should be treated and nits removed. All nits must be removed before the child will be allowed to return to school. The certified school nurse will check the child prior to allowing them back into the classroom. The student cannot be returned to school on the bus. The child must be brought in to be re-checked for re-entry into school. An additional treatment should occur 7 to 10 days after the first treatment was given.

Diet and rest: Two of the best preventative measures that parents can take to help keep their children healthy are to make sure that the child eats a proper diet and gets plenty of rest. A student's ability to function in school is affected greatly by these two factors.

Instruction on safety and avoiding sexual abuse: Teaching our students to protect themselves is an ongoing lesson at Calhoun CUSD #40. Many safety-related topics come up for discussion as "teachable moments" when students have questions. Students will be instructed in various "safety related" issues including, but not limited to: stranger awareness, traffic safety, bicycle safety, bus safety, dangerous weather, fire, earthquakes, proper use of medication and substance abuse education. Also included in this line of instruction will be avoiding sexual abuse as well as physical abuse.

This handbook section serves as a five-day notice that school employees may provide instruction to students regarding the identification and avoidance of sexual abuse.

Asthma or Allergies including Food Allergies:
All children with diagnosed asthma or allergies need specific forms (provided by the school nurse) completed and signed by a parent prior to the start of school. Inhalers may be kept with the student.

Any child with a severe allergy is recommended to have an Epi-pen ordered by a physician and kept at school with the nurse in case of emergency situations.

Parents of children with food allergies MUST fill out the "Illinois Food Allergy Emergency Action Plan and Treatment Authorization" form available at the end of this handbook and/or from the school office. The form MUST be signed by the parent and/or legal guardian and will be kept on file at school. Appropriate personnel will have access to these records for emergency use.

Care of Students with Diabetes

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

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

For further information, please contact the school nurse.

Emergency Procedures for Students:

1. A Calhoun Unit 40 Emergency form is to be filled out upon enrollment/registration.
2. The emergency card shall be reviewed, updated and approved by the school nurse during registration each school year.
3. Parents and/or guardians are responsible for notifying the school nurse when any changes take place regarding health conditions, alternate contact persons, physicians, and telephone numbers.
4. When a child is injured or becomes ill during school hours, the emergency card is used to locate a parent or designated contact person/s.
5. The student is first treated for injury (cleansing wounds, immobilizing limbs, placement of ice packs, etc.
6. The parents are contacted if the injury warrants attention or monitoring, such as with head injuries.
7. The alternative person as specified by parents on the emergency card is contacted in the event that school officials cannot locate the parents.
8. If injury warrants immediate attention by a physician at a hospital or clinic, the administrators and/or the school nurse may transport the student to an available medical facility if the parents have so indicated on the emergency card.
9. A copy of the emergency card is accepted at Jersey Community Hospital in the event the injury is serious.
10. Follow-up care may be required depending upon the seriousness of the injury.

Kindergarten Enrollment

A child **must be five years old on or before September 1** to be eligible to attend kindergarten classes **(NO EXCEPTIONS).** A registered birth certificate for the child must be presented at the time of registration along with meeting residency requirements within the district.

Pre-School Screenings

Annual pre-school screenings are conducted for all three and four year olds in the district. Information concerning this screening is available in the school office during the fourth quarter of school.

Lockers

Student lockers are purchased by the school district and are considered school property. Therefore, school authorities may make reasonable regulations regarding their use. This includes the inspection of all lockers for health and safety reasons.

Lost and (not yet) Found

Any lost articles found on the school premises should be turned in to the office. Likewise, persons who have lost anything should inquire at the school office. Due to lack of storage, lost items will be given away after 15 days. One of the best ways to avoid losing articles of clothing is to write the student's name somewhere on the interior of the clothing.

Lunch and Breakfast Programs

The lunch and breakfast programs are open to all students within the district. It is the desire of Calhoun CUSD #40 to provide students with the best possible hot lunch/breakfast. Meals are planned to be well balanced and provide many of the nutritional requirements for schoolchildren.

Lunch Money: Breakfast = $ 1.80 Lunch = $ 2.60

Reduced-Price Breakfast = .30 cents Reduced-Price Lunch = .40 cents

Student lunch billing will now be recorded electronically. Balances will be printed once a week. Warning of approaching negative balance and negative balance statements will be sent home with the youngest member of any family**. Students with a negative balance will not allowed to "charge" breakfast at school and will be requested to bring their lunch from home. Students who do not bring their own lunch and have a negative balance may be provided with an alternative, FDA approved meal until the meal account is paid in full.**

If a child chooses not to participate in the hot lunch/breakfast program, he/she may bring a lunch from home. It is requested that parents please not send soda or fast-food items for their child's lunch at school. This type of beverage will not support the district's Wellness Plan of emphasizing good nutrition and a healthy lifestyle.

Free and/or Reduced Lunch Program: In cooperation with the U.S. Department of Agriculture and the Illinois State Board of Education Department of School Food Services, Calhoun CUSD #40 has developed a policy to provide free and reduced lunches/breakfasts to those children whose families may find it difficult to pay for the full price of their children's lunches. Any family desiring free or reduced lunches must fill out and return the appropriate form (available at registration or at the school office) and have it approved before receiving this service. Applications should be returned to the school office and may be filed anytime during the school year. You will be notified promptly concerning approval or denial of free and reduced price lunches and breakfasts. You will be given instructions regarding the procedure for your children to receive such meals. If the application is approved for reduced price meals, the amount you will be expected to pay will be included in the notice. This form must be filled out each new school year.

If you do not believe that you can pay this amount, you may contact your building principal and your application will be reviewed with you to see if satisfactory arrangements can be made. If your application is rejected, the reason for the rejection will be clearly stated. The notice will also tell you how and to

whom you may appeal the decision. It is our sincere desire to extend the benefit of a school lunch/breakfast to any child needing it.

Applications are handled privately and information is kept strictly CONFIDENTIAL. Lunches and breakfasts will be served free, or at a reduced price, to all children whose family income level meets the eligibility requirements. Children who receive free or reduced lunches will be treated in the same manner as those who pay the full price for a meal.

Important notes: Students are not allowed to leave campus during lunch period unless accompanied by a parent/guardian. Please do not send glass containers or any type of knife to school for student use in the cafeteria since this may set up a very dangerous situation.

The cafeteria rules include, but are not limited to:

- Students are to sit at the tables provided. Tables are also provided for those students who wish to bring their lunch.
- Students bringing their lunch may purchase milk in the cafeteria.
- Students are to refrain from touching more than one milk carton and must take the carton that is touched first.
- Soda will not be allowed in the cafeteria.
- The school will not provide refrigeration for lunches brought from home.
- Students are expected to use proper table manners.
- Students are not allowed to throw food.
- Students may not touch or handle other students' tray or food item unless otherwise directed by the supervising teacher.
- Students may speak without raising their voices.
- Food may not be taken out of the cafeteria.
- Students may not use classroom microwaves to heat lunches brought from home.
- Students must eat lunch in the cafeteria- eating in the classroom is not permitted unless prior permission is granted by the building principal.
- Students are expected to be courteous and respectful toward the kitchen staff at all times!
- Listen to the supervising, cafeteria duty teacher and do what they say the first time directions are given.
- If you make a mess, help clean it up. ***NOTE: Making a mess on purpose gives you the opportunity to help clean up the cafeteria during any "free time" you might have available.***

Permission to Leave School/Closed Campus

It is important that the school know the whereabouts of each student at all times. Students are not to leave the school grounds without the permission of the Superintendent or the Principal. Students may leave for doctor and dentist appointments with a notification from parents/guardians and provided the parent/guardian picks up the child at school. Students must sign out at the office at the time they leave and sign in at the office upon their return.

Pesticides and Lawn Care Applications

In 1999, the Illinois General Assembly passed laws requiring that public schools notify parent/guardians and school employees at least 96 hours prior to any pesticide and lawn care applications on school property. The term "pesticide" includes insecticides, herbicides, rodenticides and fungicides. The notification requirement extends to both indoor and outdoor pesticide applications. Excluded from the notification requirement are antimicrobial agents (such as disinfectants, sanitizers or deodorizers), insecticide baits, and rodenticide baits.

Calhoun CUSD 40 has therefore established a registry for people who wish to be notified. To be included in this registry, please pick up, complete, sign, and return the request form during registration, or any time during the school year -- available at either school office. For questions regarding this program, contact the Superintendent's office 618/576-2722.

Pets on School Property

In order to safeguard the health, safety and welfare of our students, students' pets/animals will not be allowed on school property.

Calhoun CUSD #40 believes that making the effort to eliminate animal waste from the property and not exposing students to the possibility of animal bites or allergic reactions promotes our mission to serve the best interest of children.

*** This NO PETS/ANIMALS policy shall include "Show and Tell" activities within each classroom.

Physical Education Exemptions

Physical education is part of educating the whole child and contributes to healthful living. Students are expected to dress for and participate in scheduled physical education classes. Parents may request that their child be exempted from physical education for up to two days due to health reasons. A request to be exempted for three days or more will require a physician's written order.

School Visitation Rights Act (820 ILCS 147/25)

The Illinois Legislature has determined that a strong economy and educational system is reliant upon ***parental involvement.*** Employed parents and guardians who are unable to meet with educators because of a work conflict, have a right to an allotment of time from their place of employment during the school year, to attend necessary educational or behavioral conferences at their child's school. Contact your employer or school office for specific details of this Act. If your employer requires verification of attendance at a conference, please contact the school office for the appropriate form.

CHILD CUSTODY GUIDANCE/PROCEDURES

Calhoun Elementary is utilizing the following procedures concerning child custody. Any questions concerning documents need to be directed to the Principal's office.

1. In the case where one parent requests that their child not be allowed to leave the school with the other parent, custody paperwork, a restraining order, or some other legal document should be in the student's records folder on file at the school office.
2. Legal guidance states that either parent has equal rights to the child unless one of the above mentioned legal documents has been issued and provided to the school.
3. In the event that a parent states that they have such a document at home, it becomes most imperative that the document be brought to school to be included in their child's school records' file.

Visitors and Guests

Parents, guardians, and visitors are invited to visit school frequently as observers, provided their presence will not be disruptive. Appointments for classroom visits are a courtesy to the teacher and will result in less disruption of the educational program. If a parent wishes to confer with the teacher, an appointment should be made for a time outside of school hours or another mutually agreeable time.

Note: All visitors are required to register at the school offices upon entering and sign out upon leaving the building. Visitors are instructed to use the "front entrance"-southern entrance. We have in place security doors equipped with video surveillance. Visitors must push the round button on the key pad to the left of the entrance doors. This will signal an audible sound within the school office. Visitors will need to wait until the door is released for entry.

FOR SAFETY REASONS - Visitors, parents/guardians are not permitted to roam the building and must not walk past the front office without signing in. Please ask office staff or administration for permission to go beyond the office doors in the main hallway or assistance in delivering messages to classroom teachers.

In some instances, visitors may be provided with a "visitor badge," which is to be worn and returned to the office as the guest signs out when leaving the building. School personnel may direct non-employees without a visitor badge to the school office. As an additional safety precaution, students may notify the nearest school employee whenever they see an adult in the building who is not wearing a "visitor badge".

Any staff member may request identification from any person on school grounds or in any school building; refusal to provide such information is a criminal act (105 ILCS 5/24-25). The Principal or designee shall seek the immediate removal of any person who: (1) refuses to provide requested identification (2) interferes with, disrupts, or threatens to disrupt any school activity or the learning environment, (3) engages in activity in violation of School Board Policy (Conduct on School Property).

SHARE-A-CHAIR DAYS

"Share A Chair Days"- Each classroom will house approximately 4 chairs that will be reserved for parent visitations. Any parent wishing to spend the day or a portion of the day in their child's classroom, may set up an appt. with the teacher. "Share A Chair" days will occur several times per year. We welcome the opportunity to demonstrate how active learning takes place at Calhoun Elementary.

Note: All visitors are required to register at the school offices upon entering and leaving the building. Visitors are instructed to use the "front entrance"-southern entrance.

Inappropriate Times for Visiting:

There are times when the educational setting is hectic and not a good time to visit. These include the first and last few weeks of school, the weeks preceding Christmas and Easter and testing weeks for PARCC and other achievement tests.

Calhoun Elementary School is like any other place of business; there is a lot of work to be done by students, teachers, secretaries, cooks, custodians and administration. Any visit, which hinders or interrupts the flow of work by students and/or adults in these buildings, will not be tolerated. (Ref. Board policy #8:30, #8:50)

Volunteers

Calhoun CUSD #40 believes that parents/guardians, grandparents and senior citizens can play an important part in the educational lives of students. If you would like to volunteer your time to help a child learn, please contact the Principal's office to learn about this process. The district will appreciate any help you can give and the students will always appreciate the "special gift" of your time and effort.

School Social Work Services

School social workers assist students, parents, teachers and administrators in making school a successful experience for all children. Sometimes children have difficulties that keep them from learning at their maximum potential. With help, problems can be addressed using school or community resources. Counseling can temporarily or periodically provided at school or a referral to an appropriate community resource can be made when more consistent and frequent counseling is needed. School social work services are available by requesting them through the school office, your child's teacher or by contacting the district social worker directly.

Special Education

Calhoun CUSD #40 offers a wide variety of special education classes for eligible children and is a member of the Four Rivers Special Education Cooperative, which provides numerous services for participating schools. Referral for these classes must be made through the classroom teacher or building Principal before students are evaluated for special education programs.

Referral Procedure: If a parent or teacher has a concern with a student's performance and progress, interventions, through our RtI (Response to Intervention) program will be attempted first in the regular education setting. Data will be collected and student progress monitored. If concerns persist, a pre-referral,

RtI team becomes involved working with the student, parent and teacher providing suggestions and support.

During pre-referral evaluation process, if the parent or teacher believes that the student's deficits are special education related, a request for a special education case study evaluation may be requested of the school district. At the parents' request, a "domain determination meeting" will be convened. The purpose of this meeting will be to determine what evaluations are needed. This meeting will include, but is not limited to, the parent, the child's regular education teacher, a special education teacher, and the building Principal, along with those personnel who may be asked to conduct an evaluation.

It is during the pre-referral domain determination meeting that the parent signs consent for a special education evaluation if one is warranted. After the evaluations have been conducted, the same participants, who were involved in the pre-referral domain determination meeting, will again meet to discuss the evaluation results and determine if the student is eligible for special education services. This meeting is known as the "Eligibility Review Conference" (ERC). If the student is determined to be eligible, the participants will immediately conduct an "Individualized Education Program" (IEP) meeting to determine placement and services to be rendered. The IEP document is a legal document between the school district and the parents, which outlines the goals and objectives to be met by the student and services to be provided by district personnel. Annual reviews are conducted to discuss progress and revise the IEP as warranted to meet the student's needs. The ERC team reconvenes every three years to determine if the child continues to qualify special education services.

If parents have questions regarding the referral process or would like a copy of the pamphlet entitled "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities," they should contact the building Principal or one of the special educators.

PLEASE NOTE: **If you are coming from another school district and your child already has an Individualized Education Program (IEP), Please turn in a copy of that plan to the school's main office. The plan will be forwarded to the appropriate personnel, so that appropriate services can begin promptly.**

Speech and Language Services

Speech and language services are available for students with communication impairments. Areas that may be addressed include production of speech sounds, fluency, vocabulary, grammar, listening/comprehension, and vocal quality.

Referral for these services must be made by the teacher and given to the building Principal and pre-evaluation team. You will be notified by letter if your child needs an evaluation by the speech-language pathologist. You will then be invited to a meeting to review the evaluation results and to determine what services should be provided. Annual reviews will be provided to discuss progress.

Guidelines for Student Distribution of 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) violates 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.

7- A student may use the School District's Uniform Grievance Procedure to resolve a complaint.

8- 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.

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1-Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;

2- Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;

3- Is socially inappropriate or inappropriate due to maturity level of the students, lewd and vulgar, or contains indecent and vulgar language;

4- Is primarily intended for the immediate solicitation of funds; or

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

Student Records

The district will maintain two sets of records for each student: a permanent record and a temporary record. The **permanent record** includes:

- Basic identifying information
- Academic transcripts
- Class rank
- Graduation date
- Attendance records
- Accident and health reports
- Information pertaining to release of permanent records
- Honors and awards
- School-sponsored activities and athletics

The **temporary record** includes:

- Family background
- Intelligence and aptitude scores
- Psychological reports
- Achievement test results
- Teacher anecdotal records
- Disciplinary information, including information regarding any punishment for misconduct involving drugs, weapons, or bodily harm to another
- Special education files

- Verified reports or information from non-educational persons
- Verified information of clear relevance to the student's education
- Information pertaining to release of this record

The Family Educational Rights and Privacy Act-FERPA (20 U.S.C. 1232g) and the Illinois Student School Records Act-ISRRA (105 ILCS 10/3), afford parent/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- ***The right to inspect and copy the student's education record within 15 school days or the day the district receives a request for access.***

  Students less than 18 years of age have the right to inspect and copy their permanent record. Parents/Guardians or students should submit to the Principal (or other appropriate official) a written request that identifies the record they wish to inspect. The Principal will arrange for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. The district charges $.35 per page for copying but no one will be denied their right to copies of their records.

  The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c, 105 ILCS 10/5a, and 750 ILCS 60/214(b)(15).

- ***The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, misleading, irrelevant, or improper.***

  Parent/Guardian or eligible students may ask the district to amend a record that they believe is inaccurate, misleading, irrelevant or improper. They should write the Principal or records custodian, clearly identify the part of the record they want changed and specify the reason.

  If the district decides not to amend the record as requested by the parent/guardian or eligible student, the district will notify the parent/guardian or eligible student of the decision and advise him/her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

- ***The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or Illinois School Student Records Act authorizes disclosure without consent.***

  Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed my a district in an administrator, supervisor instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

  A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities.

  Upon request, the district discloses education records without consent to officials of another school district in which the student has enrolled or intends to enroll as well as to any person as specifically required by state or federal law. Before information is released to individuals described in this paragraph, the parents/guardians will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy and challenge such records.

  The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school records are forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: Any person -- for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other person; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

- ***The right to a copy of any school student record proposed to be destroyed or deleted.***

  Student records are reviewed every four years or upon a student's change in attendance centers whichever occurs first.

- ***The right to prohibit the release of directory information concerning the parent's/guardian's child.***

  Throughout the school year, the district may release directory information regarding student, limited to:

  a) Name
  b) Address
  c) Gender
  d) Grade level
  e) Birth date and place
  f) Parent'/Guardians' names and addresses
  g) Academic awards, degrees and honors
  h) Information in relation to school-sponsored activities, organizations and athletics
  i) Period of attendance in school

  Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Principal within 30 days of receipt of this handbook. No directory information will be released within this period, unless the parent/guardian or eligible students are specifically informed otherwise.

- ***The right contained in this statement: No person may condition the granting or withholding or any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under state law.***

- ***The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.***

  The name and address of the Office that administers FERPA is:

  Family Policy Compliance Office
  U.S. Department of Education
  400 Maryland Avenue, S.W.
  Washington, D.C. 20202-4605

Destruction of Temporary Student Record Information

Calhoun Unit 40 School District annually reviews all student records. This school district keeps student information such as courses taken, grades, GPA, and date of graduation for not less than 60 years. Other information such as disciplinary actions, test scores, and IEP information is retained for 5 years after student graduation or the student has left this school district.

Parents of students are hereby notified that if you wish a copy of any "temporary" information before it is deleted/destroyed, you must make a request to the records custodian at CUSD # 40, 576-2722.

This request must be made by July 1st, before the 5th year after graduation or student has left the Calhoun Unit 40 School District.

Telephones

Telephone Use: When classes are in session, students will not be called to the telephone except in the case of an emergency. If parents wish to speak with the teacher or their child, they should leave a message with their phone number and the call will be returned when class is not in session.

The telephone in the office is for business and emergency purposes and students will be encouraged to refrain from making phone calls except in the cases of illness or emergencies. During the hours of 8:00 AM to 3:45 PM), students may use the office telephones with the permission of office personnel, the school nurse, the social worker, or the Principal.

Please note: **After school arrangements should be discussed with your child BEFORE coming to school. Forgetting homework, lunch, ballgame uniforms, signed detention slips, etc., will not be considered emergencies.**

Standardized Testing

Students and parents/guardians should be aware that students in grades 3rd – 8th will take standardized PARCC tests during the 2nd Semester of each school year. The PARCC high quality assessments will allow parents and educators to see how our students are progressing in school and whether they are on track for postsecondary success. It also provides teachers with the ability to identify students who may be falling behind and need extra help.

Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of 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 in achieving and giving their best performance by doing the following:

- Encouraging students to work hard and study throughout the year;
- Assuring school attendance on each day of testing when they are physically capable and not ill;
- Insist students get a good night's sleep the night before test;
- Provide a good breakfast on the mornings of testing, particularly ensuring they eat sufficient protein;
- Ensuring students are on time for school and prepared with appropriate testing materials;
- Encouraging students to ask the teacher questions if he/she does not understand the test directions;
- Letting your child know that you have confidence in his/her ability to do his/her best, and
- Reminding and emphasizing for them the importance of good performance on standardized testing.
- Teaching students the importance of honesty and ethics during the performance of these and other tests;
- Encouraging students to relax on testing day.

If you need additional information or have further questions about these tests, please call your child's teacher or the Principal at 618/576-2341.

To learn more about the PARCC assessments, please visit: **http://www.parcconline.org/**

Individuals may view our School Report Card containing the school/district ISAT and Prairie State HS results via our website – http://www.calhoun.k12.il.us.

Traffic and Safety Rules

To ensure the safety of everyone and reduce confusion, please use the FRONT west entrance to enter the school parking lot and exit through the eastern exit. Buses are to enter the FAR west entrance and exit through the eastern exit as well. Please be courteous, patient and cautious in the parking lots. Parents and visitors, we ask that you observe a maximum speed limit of 10 MPH while on school property. **When buses are in the loading lanes, by law, cars are to stop and not drive around parked school buses,**

which have their "stop arms" extended. Violators will be ticketed by the Calhoun County Sheriff's Department.

Please DO NOT park your vehicle directly in front of the Pavilion/South Entrance of the school. Parents are dropping off children and traffic needs to continue moving without obstructions. Parent and visitor parking are available in the FRONT parking lot.

After School: Students, who are picked up by a parent, are to go directly to their vehicles upon dismissal at 3:15 PM. Students who ride buses are to:

- Walk (DO NOT RUN) to your assigned bus.
- Do not board the bus unless the bus driver is in the driver's seat.
- Bus dismissal is at 3:15 pm.

Visitors and Parents Entering the Building: Everyone must enter and exit through the front doors (facing south). You must sign in and state your reason for visiting if you wish to go beyond the office. You may be asked to wear a visitor's badge while visiting classrooms/school. This is to ensure the safety for all persons in the building.

AM and PM Bus Duty, Recess & Lunch Periods: Since the weather plays a large part in where activities can comfortably be held, the following will be considered in determining whether or not these periods will be indoor or outdoor:

- Any form of precipitation is falling.
- The temperature has been determined to be too cold by teachers/administration.
- Ground conditions are going to result in wet feet or excessive mud being tracked into the building.
- Strong, uncomfortable winds.
- Any other reason for the well-being of the students at the discretion of the teacher on duty.

When cold weather arrives, students should dress accordingly—caps, gloves, coats, boots, etc. We understand that children are sometimes prone to colds and minor illnesses. However, we can only permit a child to stay indoors on those days when duty is outdoors if a parent sends a written request for the child to be kept indoors. We also believe physical activity is important in the development of a child and that recess time affords them an opportunity for physical activity. For this reason, only one written parental request per quarter is permissible for students who need to stay indoors—any additional time requires a doctor's permit.

Gymnasium Rules: Many times in inclement weather, students will have to go to the gymnasium for recess period. To ensure their safety while utilizing the gymnasium, he following rules will be enforced:

The teacher on duty will make the decision whether or not to go into the gym due to rain or cold weather.

- Before and after school, when inside, students will sit on bleachers in their assigned places.
- At recess time students will remain seated on the bleachers until the teacher instructs them to move to the gym floor or exit the gym.
- Students may not leave the gym without teacher permission.
- Students may not play on the bleachers.
- Absolutely no candy or gum allowed in the gymnasium.
- Students are not allowed to walk on the gym floor without clean gym shoes.
- No food or drinks will be allowed in the gymnasium.

Sex Offender & Violent Offender Community Notification Laws

State Law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police 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 website at: http//www.isp.state.il.us/cmvo/.

Nonpublic School Students, Including Parochial and Home-Schooled Students

Part-Time Attendance

The District accepts nonpublic school students, including parochial and home-schooled students, who live within the District for part-time attendance in the District's regular education program on a space-available basis. Requests for part-time attendance must be submitted to the principal of the school in the school attendance area where the student resides. All requests for attendance in the following school year must be submitted before May 1.

Students accepted for partial enrollment must comply with all discipline and attendance requirements established by the school. A private school student may attend any co-curricular activity associated with a District class in which he or she is enrolled. The parent(s)/guardian(s) of a student accepted for part-time attendance is responsible for all fees, pro-rated on the basis of a percentage of full-time fees. Transportation to and/or from school is provided to non-public school students on regular bus routes to or from a point on the route nearest or most easily accessible to the non-public school or student's home. This transportation shall be on the same basis as the District provides transportation for its full-time students. Transportation on other than established bus routes shall be the responsibility of the parent(s)/guardian(s).

Non-public Students with a Disability

The District will accept for part-time attendance those students with disabilities who live within the District and are enrolled in non-public schools. Requests must be submitted by the student's parent(s)/guardian(s). Special educational services shall be provided to such students as soon as possible after identification, evaluation, and placement procedures provided by State law, but no later than the beginning of the next school semester following the completion of such procedures. Transportation for such students shall be provided only if required in the child's individualized educational program on the basis of the child's disabling condition or as the special education program location may require.

Extracurricular Activities, Including Interscholastic Competition

Nonpublic students, regardless of whether they attend a District school part-time, will not be allowed to participate in extracurricular activities unless the school board enters into a cooperative agreement with the non-public schools according to IESA rules and regulations.

Assignment When Enrolling Full-Time in a District School

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

A student who, after receiving instruction in a non-recognized or non-accredited school, enrolls in the District will: (1) be assigned to a grade level according to academic proficiency, and/or (2) have academic credits recognized by the District if the student demonstrates appropriate academic proficiency to the school administration. Any portion of a student's transcript relating to such instruction will not be considered for placement on the honor roll or computation in class rank.

Recognition of grade placement and academic credits awarded by a nonpublic school is at the sole discretion of the District. All school and class assignments will be made according to Board policy 7:30, *Student Assignment*, as well as administrative procedures implementing this policy.

English Language Learners:

When applicable, Calhoun 40 schools shall offer 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 Language 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 districts' English Language Learners plan.

Calhoun Elementary School
C.U.S.D. # 40
Title I SCHOOL-PARENT COMPACT

"Inspiring each other to reach our potential"

The Calhoun Elementary School, and 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) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build a and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during the 2016-2017 school year.

SCHOOL RESPONSIBILITIES:

1. *Provide high-quality curriculum and instruction that enables participating children to meet the State's student academic achievement standards as follows:*

Teachers will present instruction based on "best practices" research. Younger students will be given a balanced literature program using "Reading First" and "Daily 5" literacy principles. Older students will be provided strategies to assist in the understanding and mastery of the State learning standards. Subjects will be aligned and planned according to the Illinois State Standards. Integration of all subjects will be met through "team teaching" and cooperative grouping. ALL students will be given ample opportunities to address standards of Reading and Math and practice time for preparing for the yearly PARCC and other achievement tests. Students who are having difficulties in the academic areas of Reading and/or Math will be provided with intervention strategies, including progress monitoring, through the RtI (Response to Intervention) program. The RtI process is mandated by the state of Illinois and ALL students who qualify for interventions shall participate in the learning activities provided by the classroom teacher, Title I teacher, or other qualified personnel, whether they are delivered through a "pull-out" system (Academy of Reading and/or Math program) or within the classroom individualized or small group interventions.

2. *Parent-Teacher conferences will be held at least once annually during which this compact will be discussed as it relates to the individual child's achievement.*

A fall conference will be held in close proximity to the end of the 1st Quarter Grade Report period.

3. *Parents will be provided with frequent reports on their children's progress.*

Parents will be provided with academic and/or behavioral reports as required or needed. Parents are encouraged to contact the teacher at any time during the school year to gain information regarding their child's progress. Parents may also access the district/school web site to find information regarding their child's current academic reports (password required).

4. *Parents will have reasonable access to staff.*

Staff will be available for consultation with parents/guardians by phone or in person. Parents are encouraged to call from 7:45 to 8:10 am OR from 3:16 to 3:45 pm.

5. *Parents are welcome to volunteer and participate in their child's class, and to observe classroom activities.*

Parents can contact the school office @ 576-2341 to discuss visitation days. If a parent wishes to visit during "Share A Chair Day", a seat must be reserved with individual classroom teachers. Any parent wishing to volunteer may send a note or call the school office- leaving their name, number, and program they wish to volunteer for.

6. *We will involve the parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.*

Any parent/guardian is welcome to participate on the School Improvement Team. Our school's Parent Advisory Committee is our working Parent Teacher Organization (PTO). For more information, parents/guardians should contact the Principal @ 576-2341.

7. *Parents will be provided an individual report about the performance of their child on the Illinois Standards Achievement Test in at least math, language arts and reading.*

Copies of individual PARCC reports will be given out during Parent-Teacher conferences OR upon request from the parent.

PARENT RESPONSIBILITIES:

We, as parents, will support our children's learning in the following ways:

- **Monitoring attendance.**
- **Making sure homework is completed.**
- **Monitoring the amount of television their children watch.**
- **Volunteering for classroom activities as needed.**
- **Participating, as appropriate, in decisions relating to my children's education.**
- **Promoting positive use of my child's extracurricular time.**
- **Staying informed about my child's education & communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.**
- **Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the Calhoun Elementary School Improvement Team, the District wide Advisory Council, or other school advisory groups.**
- **Participating in and supporting the RtI process if my child is having difficulties with grade-level work and/or is not displaying appropriate behavior.**

STUDENT RESPONSIBILITIES:

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- **Do my homework every day and ask for help when I need to.**
- **Attend school regularly and come prepared to learn.**
- **Be responsible for my behavior so as not to disrupt the learning environment.**
- **Be respectful of myself and others modeling "kindness" each day.**
- **Read at least 30 minutes every day outside of school time.**
- **Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.**
- **Keep my daily planner filled in with documentation of assignments to be completed and those that have been completed.**
- **Provide parent signatures in my planner as needed.**
- **Do my best on any achievement tests administered during the year.**

Cheri Burris
Principal, Calhoun High School
Hardin, IL 62047
(618) 576-2229
Fax (618) 576-8031

Kate Sievers
Superintendent
Hardin, IL 62047
(618) 576-2722
Fax (618) 576-2641

Kathy Schell
Principal, Calhoun Elementary
Hardin, IL 62047
(618) 576-2341
Fax (618) 576-2787

CALHOUN COMMUNITY UNIT DISTRICT 40

Hardin, Illinois 62047

"Home of the Blackhawks and the Warriors"

July 1, 2016

Dear Parent:

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, the Calhoun 40 School District is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for 4 or more consecutive weeks by a teacher not highly qualified, the school will notify you.

If you have questions, please feel free to contact your district superintendent, Kate Seivers, at the following phone number: 618-576-2722..

Sincerely,

Dr. Kate Sievers
Calhoun 40 Superintendent

CALHOUN ELEMENTARY 2016-2017
Parent/Guardian Handbook Acknowledgement and Pledge

Please complete the following form for EACH child enrolled and return to the classroom teacher before or on Monday, August 30, 2016.

Name of Student: _____

Student Acknowledgement and Pledge

I acknowledge receiving a copy of and/or electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

_____ _____

Student Signature Date

Parent/Guardian Acknowledgement

I acknowledge receiving a copy of and /or electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

_____ _____

Parent/Guardian Signature Date