

# Principal's Welcome

Welcome to another school year. We hope that this handbook is helpful and explains the school's position relative to the day-to-day operation of the school. A perfect solution for every situation can't be written, but hopefully this handbook reflects current practices and procedures. It should also be noted that this handbook is not a contract and is subject to change as new situations or questions arise. Be advised that the Board of Education policy manual for District #15 can be accessed in the office of the principal or the superintendent's office. Please feel free to call as your questions and comments are always encouraged and welcomed.

## Mission Statement

The mission of CES is:

1. To create a cooperative and safe learning environment.
2. To nurture a diverse population of students to achieve individual academic, social and emotional growth to its fullest potential.
3. To assure that each student is provided with a basic education

*Gary Gullone*  
*Mary Diener*

# CES STAFF

Principal	Gary Gullone	Special Education	Vickie Lagacy
Principal	Mary Diener	Special Education	Therese Smith
Secretary	Lori Powers	Counselor	Liz Althoff
	Keri Raymer	Reading Specialist	Bethany Coffman
Clerical Aide	Teri Wilson	Reading Specialist	Donna Husted
Grade 2	Gales Barnes	Reading Teacher	Therese Samp
Grade 2	Jennifer Campbell	Physical Education	Jesse Basalay
Grade 2	Kathryn Donaldson	Physical Education	Kristen Reynolds
Grade 2	Kristen Harbach	Art	Stephanie Doss
Grade 2	Justeen Krutsinger	Music	Staci Phipps
Grade 2	Annette McMath	Speech	Lindsey Cuba
Grade 2	Debbie Underwood	Speech	Kari Klein
Grade 3	Trisha Bostic	Librarian	Christina Soberalski
Grade 3	Tanya Donelson	Nurse	Jill Martin
Grade 3	Rebecca Howell	Instructional Assistants	Lisa Lueras
Grade 3	Tracey Mathis		Cheryl Rich
Grade 3	Rachel Peterson		Deb Zacher
Grade 3	Kaitlynn Wujek		Kate Imig
Grade 4	Melissa Clark		Linda Gentry
Grade 4	Celeste Flanagan		Michelle Walsh
Grade 4	Jerrold Leeper		Sarah Crose
Grade 4	Monica Kessinger		Elizabeth Cunningham
Grade 4	Carissa O'Brien		Pam Davis
Grade 4	Sally White		Lydia Kuehnel
Grade 5	Abby DeLeon		Becky Hickman
Grade 5	Eric Douglas	Computer Lab Aide	Laura Molitoris
Grade 5	Jessica Peterson	Cafeteria Staff	Mildred Sturgeon
Grade 5	Shelby Svendsen		Lynn Lovins
Grade 5	Sara Telford-Anderson		Deb Rhoades
Grade 5	Brooke Weiss		Cathy Thayer
		Custodians	John Koshinski
Special Education	Kim Ernst	Custodians	Scott Massey
Special Education	Debra Horvath	Custodians	Rod Crawley
Special Education	Dean Karr		
Special Education	Autumn Kenney		

# Table of Contents

Absence Due to Communicable Diseases	1	Lunch Recess	5
Accidents at School	7	Lunch Ticket	2
Agency and Police Interviews	13	Lunchroom Procedures	2
Appearance	3	Lunches at Home/Fast Food	2
Asbestos Notice	13	Make-Up Work	1
Assemblies	3	Medication	9-12
Attendance Policy	1	Mission Statement	i
Balloons and Flowers	5	Multiple Absences	1
Behavior Expectations	20	Noon Hour Procedures	2
Bicycle Riders	22	Nurse, School	10
Birth Certificates	7	Out-of-School Suspension	22
Breakfast	2	Parent-Student-Teacher Conferences	5
B.U.G. Awards	6	Parent Teacher Communication	5
Bus Transportation and Discipline	23	Parties	5
Cell Phones	7	PBIS	17
Changes – Address, phone, name, etc	6	Physical Education	5
Child Abuse	13	Physicals and Immunizations	8
Child Screening	16	Picking Up Students	24
Classroom Assignment Requests	3	Pictures and Yearbook	7
Clothing	2	Planned Absences	1
Cold Lunches	2	Playground Rules	22
Communicable/Infectious Disease	8	Promotion and Retention	5
Computers and Software	3	Report Cards and Progress Reports	6
Conduct & Discipline (Student)	19	Returning to School After an Absence	1
Conferences	5	Residency Requirement	16
Corporal Punishment	20.	Response to Intervention – RtI	17
Counseling, School	18	School Counseling	18
Dress and Appearance	2	School Hours	6
Drugs, Tobacco, and Alcohol	15	School Nurse	10
Early Dismissal	6	School Pictures and Yearbook	6
Emergency Procedures	13	Sex Equity	14
Equal Educational Opportunities	14	Sex Offenders Notification Requirement	14
Excused Absences	1	Sexual Harassment	14
Expulsion	20	Smoking , Tobacco and Alcohol	15
Eye Examinations	8	Social Networking Notification	3
Field Trips	3	Special Education	18
General Behavior Rules	20	Speech Screening	18
Grading Appeal Procedure	4	Staff	ii
Grievance Procedure	15	Student Insurance	9
Head Lice	8	Student Records	14
Health and Medical Info	7	Suspension	20, 21
Homeless	16	Tardiness	1
Homework	4	Telephones and Cell Phones	7
Homebound	8	Transportation	23
Hot Lunches	2	Truancy	1
Illnesses	8	Vision and Hearing	18
Insurance	9	Visitors	7
Lawn Care Application Notification	14	Volunteers	7
Leaving School During the Day	6	Withdrawal from Clinton School District	7
Lost and Found	6		

## ATTENDANCE POLICY

### EXCUSED ABSENCES

Regular and prompt attendance at school is an essential factor in a successful educational experience. According to Section 26-1 of the Illinois School Code, parents are to inform the school of any absence and their causes by 9:30 a.m. each day that the student will not be in attendance. You may call 935-6772 or 935-6218 or email [kraymer@cusd15.org](mailto:kraymer@cusd15.org) or [lpowers@cusd15.org](mailto:lpowers@cusd15.org). If the office does not receive a phone call by 9:30 a.m. then the office will contact the guardian or parent to verify the absence. If contact was not made, a written note must be brought to the school after an absence. The note must state the reason for the absence and the days missed and contain the parent's signature. The absence will be excused if the note is received within two days of the child's return. Students are not permitted to attend school functions on the day they miss unless the absence was due to a doctor's appointment.

### ABSENCE DUE TO COMMUNICABLE DISEASES

If a student had a communicable disease, a release from your doctor, the County Health Department or the school nurse is needed.

### MAKE UP WORK AND ASSIGNMENTS

If a student is absent from class, it is his/her responsibility to make up the work missed, according to each individual teacher's directions. All students will be able to make up work missed during an excused absence, provided it is made up within a reasonable period of time. For every day missed, the student has two school days to complete unfinished work. A student may be required to take previously announced tests on the day he/she returns to school. Students who have irregular attendance and/or whose absences are unexcused may be retained due to lack of basic skill development. Schoolwork missed during a "prearranged absence" may be assigned upon the student's return to school.

### MULTIPLE ABSENCES

Parents will be contacted when 5 unexcused absences have been accumulated in a school year. Unexcused absences will be reported to the Dewitt County Truancy Officer upon accumulation of 5 unexcused absences, 7 unexcused absences, and 9 unexcused absences. The school will also notify the Dewitt County States Attorney.

### PLANNED ABSENCES

Parents should notify the school prior to any planned absence.

### TARDINESS

Students are expected to be in their classrooms by 8:35 a.m. or they will be considered tardy. If a student is tardy to school, he/she must report to the office before going to class. Tardiness will be unexcused unless he/she has an acceptable reason for the tardiness as determined by the building principal. Each unexcused tardy will be counted as a one-half day of truancy. **Some examples of unacceptable reasons for being tardy are oversleeping, car trouble, loitering in/out of building or missing the bus.** Any student accumulating 3 unexcused tardies in a nine-week period will be subject to disciplinary action.

### TRUANCY

According to the Illinois School Code 5/26-2a: a "truant" is defined as "a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof". The Code further defines a "chronic or habitual truant" as "a child subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days". School officials are required by law to report "Chronic or habitual truants" to the Regional Office of Education. Illinois School Code continues to state (Section 26-10); "Any person having custody or control of a child...who knowingly and willfully permits such a child to persist in his truancy within that school year, upon conviction thereof shall...be subject to not more than 30 days imprisonment and/or fined up to \$1,500. It is the parent/guardian's responsibility to see that their child is attending school and arriving at school prior to the beginning of the school day.

## **BREAKFAST AND LUNCHROOM PROCEDURES**

### **BREAKFAST**

Breakfast will be available each morning. The cost of breakfast is \$1.00. Reduced breakfast cost is \$.30 with approval. Breakfast may be purchased on a per day basis. Students may eat breakfast between 8:00 and 8:25 a.m. Students should enter through the south door to the lunchroom immediately upon arriving at school.

### **COLD LUNCHES**

Students may bring a cold lunch from home. **The school district can not heat or prepare items sent from home. Please do not send soda pop in lunches.** Students may purchase milk (\$.25) or bring a fruit drink with their lunch.

### **FAST FOOD LUNCHES OR LUNCHES AT HOME**

**Please do not have fast food delivered to school; instead, feel free to take your child out for lunch. Students will not be permitted to leave school at lunch time unless the parents have made arrangements with the school.** Any child leaving for lunch must be signed out in the office by a parent.

### **HOT LUNCHES**

Hot lunches are served at CES. The meals are cooked at the Junior High School and brought to CES for final preparation. Each day lunch count is reported to the Junior High by 9:30 AM.

### **LUNCH TICKETS**

Lunch tickets can be purchased on a daily or weekly basis. If a family meets the Illinois State guidelines for free lunches, the parents are encouraged to complete a "Free Lunch" application that can be obtained from the office. The current price for a student lunch is \$1.50. Reduced lunch with approval is \$.40. Upon arrival in the morning, students should immediately go to the lunchroom through the northeast door to purchase tickets. Students who wait or do not get their tickets before school starts will be subject to disciplinary action.

## **DRESS AND APPEARANCE**

In consideration of our mission to learning, any clothing or appearance that is questioned as inappropriate will not be allowed. Students will contact their parents or a parent designee to bring them appropriate clothing. If appropriate clothing is not available, the school will provide a set of clothing that will need to be laundered and returned to the school. Examples of clothing that are deemed inappropriate:

### **CLOTHING**

- Clothing which fails to adequately cover the body or which is torn or altered in an explicit or suggestive manner will not be permitted. Underwear should not be visible. Clothing which displays a bare midriff is prohibited. The body should be covered from shoulder to mid-thigh.
- Shorts and skirts are allowed as long as weather permits. They should not be shorter than fingertip length when arms are extended by the side. If pants fall below the waist, students may be asked to wear a belt.
- Shoes or other appropriate footwear must be worn in the school building at all times. Shoes that are backless or considered clogs, flip flops, high heels, etc. are inappropriate and unsafe for recess and other school activities. Students may be asked to change into "PE" shoes, or they will not be allowed to participate in kickball, jump rope, basketball, and/or other activities that require running and jumping. Skate shoes are not allowed at school.
- Words or pictures on articles of clothing that are obscene, indecent, sexually explicit, offensive to commonly acceptable standards of propriety, or suggestive, such as to constitute sexual harassment, will not be permitted.
- Articles of clothing advertising or displaying liquor or tobacco products, drugs or gang affiliations are prohibited.
- Outside coats, hats, book bags, or gloves are not to be worn in the classroom or in the building. Hats or any form of head covering must be removed as soon as a student enters the building. These items must be kept in lockers during the school day.

## **APPEARANCE**

- Hair styles, hair coloring, clothing, jewelry, make-up etc. which are distracting to the educational process will not be allowed.

## **EDUCATIONAL INFORMATION**

### **ASSEMBLIES**

Assembly programs are held in the gym and are considered an extension of the classroom. They provide one of the few opportunities in school to learn formal audience behavior. Students are expected to show respect for the program through proper and courteous conduct. Students whose behavior is disruptive may be removed from the remainder of the program and referred to the principal for disciplinary action.

### **CLASSROOM ASSIGNMENT REQUESTS**

Teachers meet in the spring to generate recommended class lists for the students they have been working with during the past academic year. The principal reviews these recommendations and meets with the teachers to discuss any changes that might be suggested. Special consideration is given to the following goals when generating class lists:

- Creating a social mix throughout the grade levels
- Creating a male/female mix
- Creating an ability mix – heterogeneous group
- Helping students feel a sense of belonging in school
- Learning style versus teaching style
- Individual student needs
- Students interpersonal relationships

These goals are the driving force for developing class lists. Considerable time is spent ensuring that students are placed in a class in which they have at least one good friend and in which they will have a successful year.

### **COMPUTERS AND SOFTWARE**

Computers are available for instructional use in the computer labs, the library, and in classrooms. The use of computer hardware and software is a privilege, not a right, and inappropriate use will result in the loss of those privileges. Student use of the internet, as well as all computer devices, systems, and software will be limited to those who have read the *Technology Code of Conduct* and have signed and returned the appropriate authorization form. Software used on school computers will be in compliance with copyright laws and licensing agreements. Disciplinary action will be taken with any student who uses computer resources in an inappropriate manner. Additional information regarding computer use and Internet access will be distributed for parent review and signature during the school year.

### **NOTIFICATION REGARDING STUDENT ACCOUNTS OR PROFILES ON SOCIAL NETWORKING WEBSITES**

State law requires the District to notify students and their parents/guardians that school officials may request or require a student or his or her parents/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy. Illinois School Code 105 ILCS 5/10-20.14, 5/10-22.6 and 5/10-22.10a.

### **FIELD TRIPS**

Field trips are a part of the educational program and may be planned throughout the year. Parents will be notified by the classroom teacher about the destination, time, and special needs ahead of time. Participation on field trips could be denied if students have consistently inappropriate or dangerous behaviors.

Parent Permission/Notification Guidelines for field trips are as follows:

OUT-OF-TOWN field trips:

Parent permission slips **REQUIRED**

IN-TOWN field trips that require a school bus/van:

Parent notification **REQUIRED**  
Parent permission slips **OPTIONAL**  
IN-TOWN field trips that do not require a school bus/van (walking trips):  
Parent notification **OPTIONAL**

PLEASE NOTE: On occasions when a walking trip is planned, inclement weather may necessitate a quick request for a school bus/van. Under these conditions parent notification may not be practical. If a parent/guardian is uncomfortable with this and desires to be notified in advance, please contact the principal's office at the beginning of the school year and an effort will be made to contact you. If we cannot contact you, your child will remain at school.

### **GRADING APPEAL PROCEDURE**

The purpose of the grading appeal process is to resolve all problems as soon as possible. If a parent feels that an incorrect grade has been given to their child then:

1. The parent must talk with the teacher when a problem exists. This meeting must take place within ten days after report cards have been issued. The building principal or superintendent should direct parents with problems in this area to the teacher first.
2. If the parent is not satisfied with the explanation of the child's grade after step 1, the parent may have a meeting with the building principal. This meeting must take place within five days after the initial meeting with the teacher. The teacher may also attend this meeting. The parent must be informed of master contract language regarding the change of grades: Article IV EE "Changes in student grades shall be made only with a mutual written consent of the Association of the Board."
3. If the parent is still not satisfied, with the explanation of the grade after step 2, then the parent may request a meeting with the superintendent. This meeting must take place within five days of the meeting in step 2. The building principal and teacher may also be present at this meeting. The teacher may request a Clinton Education Association (CEA) Representative attend this meeting to assist.
4. If the parent is still not satisfied with the explanation of the child's grade after step 3 the parent may file a formal request that a grading appeal committee be formed. The request must be made within ten days following the meeting with the superintendent. The parent's request must include, in writing, the following information:
  - Dates of each of the step 1, 2, and 3 meetings
  - Reason the parent feels the grade given by the teacher is incorrect

**The committee must meet within ten days of the receipt of the formal request and will consist of:**

- Building principal
- Guidance counselor (from the same level)
- Two teachers from the same building
- One teacher from a different level

**Oral arguments may be presented by:**

- the parent
- the student
- the teacher
- the superintendent
- counsel for any of the above parties

Within five days after the meeting the committee will render its decision. The decision of the committee will be final.

Three teachers from each building will form the grading appeal committee. These positions will be filled on a voluntary basis and no teacher may serve for more than one year in succession.

In the event an appeal reaches the committee, two out of three committee members from the building will be drawn by lot to serve at that particular time. If one of the three teachers on the committee is having a grade appealed then the other two members of the committee will serve.

The teacher from a different level will be drawn by lot from other building appeal committees as follows: junior high teachers will sit in on high school appeals and high school teachers will sit in on junior high appeals. Primary and elementary teachers will be similarly paired.

### **HOMEWORK**

Although supervised study time is provided during the school day, it is frequently necessary and advisable for a student to study at home. Fourth and fifth grade students at CES will be required to maintain an assignment notebook to assist them in getting organized. Parents can assist students with their homework by providing a quiet place, free from interruption, in which to study. Parents are urged to encourage home study for their children and to help their children with homework. However, parents should not do the work for them, as this merely makes them dependent upon the parent and less able to develop the skills for becoming self-reliant and self-directed. If your child is spending unusual amounts of time on homework each night, he/she may be experiencing some difficulty and it would be advisable to contact his/her teacher.

### **LUNCH RECESS**

Weather permitting; students will go outdoors for approximately thirty minutes of unstructured play each day. These outdoor activities provide children with healthy exercise. A statement from a physician is required to excuse your child from this activity.

### **PARENT-STUDENT-TEACHER CONFERENCES**

Parent-student-teacher conferences are scheduled in the Fall and Spring. We believe this conference is one of the best methods of sharing information about your child. A letter will be sent home indicating the date and time of the conference. In addition to the scheduled conferences, parents or teachers are encouraged to request a conference whenever a need arises. Parents are invited to visit their child's classroom at any time.

### **PARENT-TEACHER COMMUNICATION**

The school is the best place to obtain information about your child's education. If you wish to talk to your child's teacher, don't hesitate to ask for a conference. However, please do not go directly to the classroom during the school day. Interruptions during the school day create problems. Contact the school office and schedule an appointment with your child's teacher either before 8:30AM or after 3:15PM.

### **PARTIES**

Classroom teachers make arrangements for holiday parties. There should be no surprise parties at school without the approval of the teacher involved and the principal. In order to eliminate embarrassment for some students, invitations for social activities (limousine rides, birthday parties, etc.) should not be distributed at school. Student addresses cannot be provided. If you wish to send treats to school for your child's birthday, please bring the treats to the school office and leave them with the school secretary. She will notify the teacher and the teacher will arrange for the treats to be in the classroom at the appropriate time. The observance must be kept to a minimum and the teacher should be notified ahead of time. **Please send only individual portion treats. Balloons and flowers for students will not be accepted and may not be delivered to school offices. Please make arrangements to have these items delivered at home.**

### **PHYSICAL EDUCATION**

All students must participate in PE classes unless excused by the principal. If exemption from PE is for an extended period of time, a statement from a medical doctor will be required. If a child is restricted from PE, they will also be restricted from recess during the designated time period.

Each student should have a pair of gym shoes, other than those that are worn to school, for gym use and PE classes. These shoes are to remain at school for the entire year. Other appropriate dress may be needed from time to time.

### **PROMOTION AND RETENTION**

One of the most difficult and important decisions, which a teacher is called upon to make, is that which determines the promotion or retention of a child. The only basis for promotion or retention shall be to provide the most adequate learning situation for the individual child. In general, children shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally.



In order to provide for the best total growth of each child and to secure grade placement where he/she will be able to achieve up to his/her optimum capacity, retention is sometimes recommended. The decision for retention of a student shall be made only after a conference has been held with the parents, the principal, and the classroom teacher.

Clinton School District has established a system of grading and reporting academic achievement to students, parents, and guardians. The decision to promote to the next grade level shall be based on successful completion of the curriculum, attendance, and performance based on national, state, and/or locally developed testing. A student shall not be promoted based upon age or any other social reason not related to academic performance.

#### **REPORT CARDS AND PROGRESS REPORTS**

There will be four reporting periods each school year for grades. Progress reports may be used to inform parents of student progress at the mid-point of each grade period. These are generally for reporting improved progress or lack of progress since the previous report card.

**B.U.G. AWARDS- BRINGING UP GRADES** is a program sponsored by Kiwanis Club of Clinton. Times and dates for award ceremonies will be announced at the end of 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarters. Honor roll and high honor roll students are recognized at the classroom level.

#### **EARLY DISMISSAL – INCLEMENT WEATHER**

When the weather requires school to be dismissed early or canceled, verification will be given to the news media so parents will know when to expect their children home. Information regarding a change in bus operations and/or school closing will be given to the following radio stations to be included with their announcements:

WHOW-AM (1520)	&	WHOW-FM (99.9)	Clinton
WSOY-AM (1340)	&	WSOY-FM (103)	Decatur
WDZ- AM (1050)	&	WDZQ-FM (95.1)	Decatur
WJBC-AM (1230)	&	WBNQ-FM (101)	Bloomington

**Absence of such announcements will mean school is in session and buses will run their regular routes.** Please arrange with your child what they are to do in case of early dismissal. It is difficult for last minute arrangements to be made for every student with only two phone lines. All school functions are canceled when school is dismissed. Parents may also be contacted through our automated contact system.

#### **CHANGES**

Please report any of the following changes to the office as soon as possible: Name change, phone numbers, cell phone numbers, emergency numbers, foster care placement, living arrangements, guardians, work phone numbers, email addresses, etc. This information can also be changed by parents or guardians through Skyward Family Access.

#### **LEAVING SCHOOL**

A parent / guardian must call the school office to make arrangements for a student to check out early. **Students must be picked up in the office and be signed out by the parent/guardian.** When returning to school, students need to be signed back in by the parent/guardian.

#### **LOST AND FOUND**

Students who have lost something may look in the lost and found before and after school located near the gym doors. Any student who finds something that does not belong to him/her should turn it in at the office or place it in the lost and found. Students are responsible for their own property. It is a good practice to mark your full name on belongings. **The school cannot assume responsibility for lost items. All unclaimed items will be donated to a charity.**

**SCHOOL HOURS:** *(see Transportation for Information about dropping off and picking up your child.)*

The first bell in the morning does not ring until 8:30 a.m. The tardy bell rings at 8:35 a.m. Students have 5 minutes to put their things in their locker and be seated in the classroom before they are counted tardy. **Students, not eating breakfast should not arrive at school before 8:10 a.m.** Supervision is not available until 8:00 a.m. In inclement weather, students will be allowed to enter the building after 8:00 a.m.

The dismissal bell rings at 3:15 p.m.). Students must be picked up by 3:30 p.m. All students must be off the premises by 3:30 p.m.

### **SCHOOL PICTURES & YEARBOOKS**

Parents will be notified as to the days when student pictures will be taken. Pictures will be taken of every child for his/her cumulative folder. A packet of pictures may be purchased by the parents, if paid for in advance. Memory books (mini-yearbooks) will be sold in the spring. Watch the parent newsletter for the date and price.

### **TELEPHONES AND CELL PHONES**

**The telephones are for school business and may be used by the students for emergencies only.** Calls during the regular school hours will not be permitted without permission from the office. Parents are asked to plan ahead with their children for unusual weather conditions or other situations that might alter the method by which children return home. If parents have a message for a child, they may leave a message with the office to be delivered to a student. **Students are not to use the phone to make arrangements to go home with other students.**

If a parent wants their child to bring a cell phone, they must be turned off during school hours and left in the student's locker. CES Staff does not take responsibility for cell phones brought to school. **Students must accept responsibility for their own phone. If a cell phone is used without permission it will be held in the office until the end of the day. Upon the second offense, the parent will need to pick up the phone in the office.**

### **VISITORS**

All parents/guardians and other visitors are required by law to report to the principal's office upon arrival. All visitors will be issued a "Visitor" pass to be worn while in the building. **To ensure student safety, the north main entrance is the only door that may be accessed during the school day. A security system has been installed which will allow you to buzz the office to enter the building. A camera is placed at this entrance so all people entering the building can be identified by the office. Please do not ask students or staff to let you in another entrance.** If you are picking up your child before the conclusion of the school day, you must sign your child out. Parents/guardians are invited to visit their child's classroom at any time, except on testing days and the week preceding and following vacations or breaks. Student visitors are discouraged. Many times these visitors have attributed to a less than acceptable academic environment.

### **VOLUNTEERS**

Volunteers who help in the classrooms, office, library, and even do work at home increase the effectiveness of our educational program. Students' attitudes toward learning are more positive when their parents become actively involved in their school. Contact the school office or your child's classroom teacher for more information on how to volunteer in some way. We welcome your interest. Please note that due to homeland security laws volunteers may be asked to complete a background check.

### **WITHDRAWAL FROM THE CLINTON SCHOOL DISTRICT**

Students who move from the district during the school year are asked to notify the office as far in advance as possible. Parents/guardians must notify the office on the last day of attendance. After checking out of class and clearing all financial obligations, you may be eligible for a refund of the unused portion of your book rental charges. Parents must come into the school office and pick up a state required document indicating the student is leaving "In Good Standing". This document must be presented to the new school before a student may register. Records will be sent to your child's new school as soon as we receive a request form from its principal.

## **HEALTH AND MEDICAL INFORMATION**

### **ACCIDENTS AT SCHOOL**

All accidents and illnesses, which occur at school or at a school function, are to be reported to the office and recorded. If they are considered serious, parents will be notified. **Please report to the office immediately any changes of address, home or work phone numbers, or any other important information needed to contact parents/guardians in case of an emergency.**

### **BIRTH CERTIFICATE**

Parents/Guardians of students enrolling in the District for the first time must present a certified Birth Certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's temporary record and return the original to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Building Principal shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case shall be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Principal shall so refer the case. The Principal shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.

### **EYE EXAMS FOR CHILDREN STARTING SCHOOL**

The new law requires comprehensive eye exams for children entering kindergarten or enrolling for the first time in public, private, or parochial elementary schools in Illinois. Children will be required to have the eye exam performed only by qualified eye doctors – such as optometrists and ophthalmologists. The law states that “an eye examination shall at a minimum include history, visual acuity, subjective refraction to best visual acuity near and far, internal and external examination, and a glaucoma evaluation.

### **GUIDELINES FOR THE CONTROL OF COMMUNICABLE AND INFECTIOUS DISEASES**

Children having any contagious or infectious diseases should not return to school unless cleared by the school nurse or accompanied by a note from the family physician. Parents of students who will be out for 3 days or more should contact the school nurse to discuss the child's return to school. The following conditions should be considered communicable. Parents should notify the school if their child has been affected by any of these for advice on readmission to school.

Lice (Pediculosis)	Meningitis	Chicken Pox	Poliomyelitis
Pink-eye (Conjunctivitis)	Scarlet Fever	Strep Throat	Hepatitis
Ringworm/Impetigo	Mononucleosis	Scabies/Worms/Parasites	Mumps
Measles (Rubella)	Whooping Cough	German Measles	Staph Infection

### **HEAD LICE POLICY**

The staff is to notify the office if a child is suspected to have head lice. The school nurse, principal, or office secretary will confirm the presence of signs and symptoms compatible with head lice infestation. If confirmed, the parents will be notified.

Students who are found to have live head lice present will be sent home for treatment. All siblings of case-child will be identified and checked. Notes will be sent home to all students in the classroom of a child with a live infestation instructing the parents to check their children periodically. Upon return, the parent must submit a note stating that the student has been treated. Returning students are to report directly to the office. The student will be rechecked and if a live infestation remains, that student will be sent home again. If no evidence of live infestation, the child may remain in school.

In accordance with the recommendation of the American Academy of Pediatrics, "no-nit" policies for return to school should be discouraged. Manual removal of nits after treatment with a pediculicide is not necessary to prevent spread. Parents of students with nits within one half inch of the scalp will be notified and asked to remove nits to decrease the small risk of self-reinfestation.

### **HOMEBOUND**

Students with 10 consecutive absences due to an illness or injury could be eligible for homebound services. Physician's notice would be appreciated.

### **ILLNESSES**

For everyone's protection sick children should be at home. Do not send children to school if they have a fever, have vomited recently, and have diarrhea, conjunctivitis (pink eye), a rash, or signs of a respiratory infection. **After being ill, students should remain at home for 24 hours after their temperature has returned to normal (99 degrees or less). A sick child does not learn much and may infect others in his/her class.**

### **PHYSICALS AND IMMUNIZATIONS**

Illinois Law requires all students entering Kindergarten, sixth grade and all transfer students to have a **physical exam and a dental exam**. All transfer students must meet State of Illinois health requirements. The parent history and immunization section of the form must be completed before it will be accepted. Students must have immunizations for DPT, polio, mumps, measles, and rubella by September 30. The Illinois School Code states: **“If a child does not comply, the school shall exclude that child from school until the child provides proof of having had the exam and/or those required immunizations which are medically possible to receive immediately.”**

### **STUDENT INSURANCE**

All students in grades K-12 will be provided school time insurance via American National Insurance through the Illinois School District Agency (ISDA). The insurance is meant to be a **secondary provider** that will cover some costs not covered by a person’s primary insurance carrier. With this valuable School Time Coverage your K-12 child is covered against medical expenses from accidents that occur while attending regular school sessions. This coverage includes travel time for your child traveling directly to/from your residence to attend regular sessions, up to one hour before or after regular classes. If your child travels to school on a district bus, the coverage extends to the travel time of the bus.

Since most families have insurance protection, ISDA Student Accident Coverage can help to fill the gaps in coverage left by deductibles or coinsurance payments. ISDA Student ACCIDENT Coverage will pay \$100 per plan year of covered services and 80% of usual and customary expenses of any other valid and collectible insurance or plan coverage.

### **MEDICATION GUIDELINES**

Medications are administered at school as governed by the *School Code of Illinois*, the Illinois Department of Human Services, and the Illinois Department of Professional Registration. Clinton Community School District No. 15 and its employees and agents will not incur liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication during the school day by the pupil.

***\*All medications, including non-prescription drugs such as Tylenol, given at school by school personnel or self-administered by students, shall be prescribed by a physician.*** A Release-For-Student-Medication form can be obtained from each school office and must be signed by the physician and by the parent, for all medications excluding inhalers and epinephrine auto injectors. Turn all medications and forms into the school office.

\*Medications will be administered by the school nurse or by other properly trained and supervised school personnel, within sixty minutes of the time ordered by the prescriber.

***\*All inhalers and epinephrine auto injectors may be carried by the student. A copy of the prescription label and note from the parent must be filed in school office. A “Hold Harmless Agreement” must be signed by the parent/guardian. It will be the student’s responsibility to see that medication they carry with them during the school day is taken on field trips.***

***\*All medications, prescription and non-prescription, must be in the original container*** obtained at the pharmacy or store. ***No plastic bags are allowed.*** Please send only the amount needed at school, keeping the remainder at home in a clearly marked bottle. This will prevent the student from forgetting to bring the medication home and possibly missing doses. Medications which must be brought back and forth to school will be the responsibility of the parent and student, not school personnel. Each dose of medication administered to the student is documented and initialed by the individual administering the medication.

\*Noon medications are not given when students attend for half-days and lunch is not served. Parents should address concerns to the school nurse.

\*Prescription medications (such as antibiotics) which are to be taken two or three times per day normally do not need to be given at school. They can usually be given before school, after school, and before bed. Your physician must specify in writing if medications are to be given during the school day.

\*All medication containers must be labeled by the pharmacist or prescriber with the name of the child, name of the medication, amount to be given, route of administration, time of day to be given, prescriber's name and telephone number, and date of prescription.

***\*Any change in medication dosage or administration must have written authorization by both the prescriber and the parent/guardian prior to the medication being given.***

\*It is the parent's responsibility to pick up all unused medication by the last day of school. Unclaimed medication will be destroyed by the school nurse, per protocol.

\*All medication authorizations must be renewed annually at the beginning of each school year. Medication authorizations and records are filed in the student's Health File.

### **SCHOOL NURSE**

The primary functions of the nurse are to promote student health and safety and to maintain student health records. If a student becomes ill or injured at school when the nurse is not present, another person from the office staff will give immediate temporary care.

**Clinton Community Unit School District No. 15**  
**Release-For-Student-Medication**

**To the Physician/Prescriber**

Students may receive medications at school in accordance with District No. 15 Medication Guidelines with authorizations by both the prescriber and the parent/guardian. Medication at school will be administered by the school nurse or properly trained school personnel.

\_\_\_\_\_ should receive  
(Student Name) (Birth Date)

\_\_\_\_\_ per \_\_\_\_\_  
(Medication) (Dosage) (Route)

At \_\_\_\_\_ for \_\_\_\_\_  
(Time of Day) (Period of Time)

**Additional Instructions:** \_\_\_\_\_

The disease or illness is: \_\_\_\_\_

The desired benefits are: \_\_\_\_\_

The drug side effects are: \_\_\_\_\_

OTHER MEDICATIONS STUDENT IS RECEIVING: \_\_\_\_\_

Prescriber Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Prescriber Address: \_\_\_\_\_ Phone: \_\_\_\_\_

+++++

**To the Parent/Guardian**

I hereby give permission for my child \_\_\_\_\_ to receive this medication at school, as prescribed above.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Phone numbers: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

+++++

Medications at school will be administered by the school nurse or properly trained school personnel.

Noon medications will not be given on half-day attendance days when lunch is not served.

**Every medication /dosage change requires a new authorization form before it will be given.**

Parent/guardians should supply the school principal/school nurse with sufficient medication for at least one week at a time. *If the medication, container is not labeled by the pharmacist/prescriber with each of the following, the medication will not be administered.* 1) name of child 2) name of medication 3) amount to be given 4) time of day to be given 5) physician/prescriber name 6) date of prescription

Clinton Community School District No. 15 and its employees and agents will not incur liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication during the school day by the pupil.

**CLINTON COMMUNITY UNIT SCHOOL DISTRICT #15**  
**INHALERS AND EPINEPHRINE AUTO- INJECTORS**  
Release-For-Student-Medication

**To the Parent**

Students may self- administer inhalers and epinephrine auto-injectors medications at school in accordance with District No. 15 Medication Guidelines and the Illinois School Code (105 ILCS 5/22-30). A copy of the medication label containing name of medication, dosage, and the time and under what circumstances the medication is to be given:

Student Name \_\_\_\_\_ Teacher/Grade \_\_\_\_\_  
Date \_\_\_\_\_

COPY OF MEDICATION LABEL:

EXPIRATION DATE OF MED:

++++  
**Parent Permission**

**Medication kept:     Circle one:     School office   or   With Student\***  
**Hold Harmless signed \_\_\_\_**

I hereby give permission for my child \_\_\_\_\_ to self administer / or receive by school nurse (or trained delegate) this medication at school, as prescribed above.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**Phone numbers: Home \_\_\_\_\_ Work \_\_\_\_\_ Other \_\_\_\_\_**

++++  
*\*Authorized inhalers may be carried by the student. If student carries medication during school day, it will be that student's responsibility to take that medication on field trips. A hold Harmless Agreement is to be signed by the parent/guardian. (See reverse side) Medications authorization/permission must be submitted annually.*

## **LAWS AND RIGHTS: SAFETY AND SECURITY**

### **AGENCY AND POLICE INTERVIEWS**

The Superintendent shall manage requests by agency officials or police officers to interview students at school through procedures that

- (1) recognize individual student rights and privacy,
- (2) minimize potential disruption,
- (3) foster a cooperative relationship with public agencies and law enforcement,
- (4) Comply with State law.

### **ASBESTOS: PUBLIC NOTIFICATION**

The following public notification is being released for compliance with the regulations of the Federal AHERA guidelines for the management of asbestos containing materials. The Inspection Report and Management Plan is on file for review at the Clinton School District #15 Central Office.

This notice is to inform building occupants of the potential hazard and locations of asbestos containing materials in the Clinton Community Unit School District #15. It has been determined by the Illinois Department of Public health and the Federal Environmental Protection Agency that asbestos is a potential health hazard and precautions should be taken to avoid disturbing any asbestos material.

Materials containing asbestos has been found in the following school buildings: Douglas, Lincoln, Washington, CES, and the High School. Any evidence of disturbance change in condition will be documented in the Management Plan as required by law.

Cleaning and maintenance personnel who have been trained in identification of asbestos containing materials and who recognize the danger of asbestos are taking special precautions during their work to properly clean up asbestos debris and to guard against disturbance of the asbestos containing materials. All asbestos containing materials is inspected and evaluated periodically and additional measures will be taken when needed to protect the health of building occupants.

Any concerns relative to asbestos containing materials should be directed to:

Dr. Jeff Holmes, Superintendent  
Clinton Community Unit District #15  
Route 54 West  
Clinton, Illinois 61727  
(217) 935-8321

### **CHILD ABUSE**

Section 4 of The Abused and Neglected Child Reporting Act states "Any... school personnel... having reasonable cause to believe a child known to them in their professional capacity may be an abused child or a neglected child shall immediately report or cause a report to be made to the Department of Children and Family Services (DCFS)".

### **EMERGENCY PROCEDURES**

The purpose of emergency drills is to prepare students to deal with an actual emergency; students are expected to follow, in a quiet and orderly manner, the instructions given to them by staff members.

Warning in case of a fire drill will be a steady blast on the alarm system. Classes will exit the building by designated fire exits with their teacher. The members of the class should remain together as a group. Windows and doors are to be closed: the teacher will take attendance.

Warning in case of a storm/disaster will be an intermittent blast on the alarm system. Classes will move with their teacher in single file to designated areas of the building.

Emergency procedures for other types of emergency situations have been developed in cooperation with the DeWitt County ESDA Office and local law enforcement officials. In the event of an evacuation of CES, the designated



local student area would be Clinton Junior High School unless another location is announced. Parents are discouraged from coming to pick up their child until all danger is eliminated.

### **EQUAL EDUCATIONAL OPPORTUNITIES**

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, or economic and social conditions, or actual or potential marital or parental status. Any student may file a discrimination grievance by using the Uniform Grievance procedure.

### **LAWN CARE AND PESTICIDE APPLICATION NOTIFICATION**

It is necessary from time to time to apply pesticides, herbicides and fertilizers, etc. to school grounds. It is our obligation to properly notify parents when such an application is to occur. We must adhere to the Lawn Care Products Application and Notice Act. (415 ILCS 65/1 et seq). A note will be sent home to all students prior to any applications. Parents are given the opportunity to indicate if they want to be notified of any applications prior to the occurrence at registration. If you want to be notified and have not filled out the notification form, contact the school office.

### **SEX EQUITY**

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by using the Uniform Grievance procedure. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 The School Code).

### **SEX OFFENDER NOTIFICATION REQUIREMENTS**

The Sex Offender Community Notification law has been amended to include a new notification requirement for all Illinois public and private elementary and secondary schools. Effective January 1, 2007, a principal or teacher is required to notify the parents of children attending the school, either during registration or during parent teacher conferences, that information about sex offenders is available to the public. Parents can obtain sex offender information regarding the Statewide Sex Offender Database, via the department's home page at [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/). The database includes a new mapping system, which will allow the public to identify any registered sex offenders within 5 miles of a given address.

### **SEXUAL HARASSMENT OF STUDENTS**

Sexual harassment of students is prohibited. As defined, sexual harassment includes, but is not limited to sexual flirtations; advances or propositions; verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual's appearance; sex-orientated verbal kidding, teasing or joking; displays of sexually suggestive objects or pictures; demands for sexual favors; subtle pressure for sexual activity; and physical contact such as patting, pinching, touching or brushing against another's body.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex, that has the purpose or effect of (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 unwelcome conduct the basis for academic decisions affecting a student.

Students who believe they are victims of sexual harassment are encouraged to discuss the matter with the Nondiscrimination Coordinator, Grievance Complaint Manager or the building Principal. An allegation that a student was sexually harassed by another student shall be referred to the Principal for appropriate action.

### **STUDENT RECORDS: NOTIFICATION OF RIGHTS OF PARENTS AND STUDENTS**

A student or a parent of a child under the age of eighteen (18) or a designee of such parent shall be entitled to inspect and copy information in the student's records. In cases of divorce or separation, both parents shall have this right unless a court order indicates otherwise. The District may charge a reasonable fee for copying information in

the student's records. However, no individual shall be precluded from copying information because of financial hardship.

A request for access to the records shall be made in writing and directed to the Superintendent or his/her designee. Access to the records shall be granted within fifteen (15) days of the District's receipt of such a request.

A parent or student shall be entitled to challenge the accuracy and/or relevancy of any information in the records except grades and to request a hearing pursuant thereto. The Superintendent shall be responsible for establishing appropriate procedures in accordance with State Board of Education Regulations on Student Records 9.03, 9.04, and 9.05.

Before destroying or deleting information in the records, the Superintendent or his/her designee shall notify the parent and student and shall provide an opportunity for the parent or student to copy such information.

Other persons who request access to the records shall be denied access unless prior written consent is received from the parent or student except that the district shall grant access:

- to another district to which a student has transferred. In such cases the district shall give prior notice and an opportunity to the parent and student to inspect and challenge the information to be transferred.
- pursuant to a court order. In such cases the District shall notify the parent and student of the release of such information;
- to an employee of the District with a legitimate educational or administrative interest;
- for research, if the State Superintendent's permission has been given and the information is to be maintained anonymously.

The district may also grant access: in cases of emergency, to protect the health or safety of the student or others. The district shall consider the seriousness of the threat, the need of records to meet the emergency, the ability of the person seeking the records to meet the emergency and the importance of acting quickly.

#### **DRUGS, TOBACCO, AND ALCOHOL**

State law forbids the use of tobacco, in any form, in all public school buildings and grounds. There are no exceptions as to time of day, day of the year or parties using the building or grounds. Any use or possession of tobacco, alcohol, or drugs is prohibited on school grounds. Student violators are subject to suspension or expulsion.

#### **UNIFORM GRIEVANCE PROCEDURE**

Students or their parent(s)/guardian(s), employees, or community members should notify any District Complaint Manager if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the State and Federal Constitution, State or federal statute, or Board policy including:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Educational Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Claims of sexual harassment under the Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Educational Amendments of 1972.

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

#### **Filing a Complaint**

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

### **Investigation**

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The Complaint Manager shall file a written report of his or her findings with the Superintendent. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board, which shall render a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

### **Decisions and Appeal**

After receipt of the Complaint Manager's report, the Superintendent shall render a written decision, which shall be provided to the Complainant. If the Complainant is not satisfied with the decision, the Complainant may appeal it to the School Board by making a written request to the Complaint Manager.

The Complaint Manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the School Board. Thereafter, the School Board shall render a written decision, which shall be provided to the Complainant. This grievance procedure shall not be construed to create an independent right to a School Board hearing.

### **Appointing Complaint Managers**

The Superintendent shall appoint at least two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed a Complaint Manager. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of current Complaint Managers.

Dr. Jeff Holmes  
1210 Route 54 West  
Clinton, Illinois 61727  
(217) 935-8321

Beth Wickenhauser  
Douglas School  
905 E. Main St.  
Clinton, IL 61727  
217-935-2987

Beth Wickenhauser  
Washington School  
411 N. Mulberry St.  
Clinton, IL 61727  
217-935-6383

## **SUPPORT SERVICES**

### **CHILD SCREENING**

Clinton CUSD #15 conducts annual child screenings for 0-3, preschool (3-5), and kindergarten (5 before September 1) children. These screenings serve to inform parents, schools, and service agencies of the child's functioning levels and possible need for support services and programs to improve deficit areas. Areas assessed are fine/gross motor, speech and language, perceptual and conceptual readiness areas, and vision and hearing. Children are screened prior to the start of each school year. Information on scheduling appointments can be obtained by calling the Unit Office at 935-8321.

### **HOMELESS**

According to the McKinney-Veto Act of 2002, homeless students will be immediately enrolled. Transportation will be provided if students are eligible. Records will be pursued as appropriate. Please direct questions to the district liaison, Drew Goebel at Clinton Junior High School (935-2103).

### **RESIDENCY REQUIREMENTS**

Only students who are residents of the District may attend a District school without tuition charge, except as otherwise provided below or in State law. A Student's residence is the same as the person who has legal custody of the student. A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating,

- (a) that he or she has assumed and exercises legal responsibility for the child,
- (b) the reason the child lives with him or her, other than to receive an education in the District,
- (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency.

If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney stating:

- (a) the role and responsibility of the person with whom their child is living,
- (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the School year will be permitted to attend school for the remainder of the year without payment of tuition. When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian makes a written request. The District, however, is not responsible for the student's transportation to or from school. If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside the District, but will be living within the District within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged with tuition.

### **PBIS - POSITIVE BEHAVIOR INTERVENTION AND SUPPORT**

The purpose of PBIS or Positive Behavior Intervention and Support Plan is to "implement and monitor a school wide behavior plan that will teach and monitor social and emotional skills. This plan is a proactive discipline program that sets rules and standards, teaches appropriate behaviors, rewards students for positive behaviors and encourages stronger interpersonal relationships. This plan is scientific research based and is endorsed by the Illinois State Board of Education as the state's behavior plan.

### **RTI - RESPONSE TO INTERVENTION**

RTI is a process that requires school districts to use scientifically research based curriculum and strategies that are matched to the needs of each student. Students are closely monitored to determine their learning needs. This process promotes early intervention to enhance student learning. RTI is based upon four fundamental principles

1. High quality classroom instruction
2. Family involvement
3. Three tiered instruction and intervention
4. On-going student assessment

Assessment: Each school year, students in grades kindergarten through fifth grade take benchmarking tests in September, January, and May. Students are given these tests to determine their instructional level and to measure academic growth throughout the school year, and from year to year, in the areas of Math and Language Arts. AIMSweb Mathematics Concepts and Application (M-CAP), Mathematics Computation (M-Comp), Running Records, and Reading MAZE are short, group-administered, paper and pencil tests. AIMSweb Reading Curriculum-Based Measurement (R-CBM) is timed and individually administered. It assesses oral reading fluency, or how many words the student can read within a given time frame.

### **There are three tiers of support for students provided by qualified staff.**

- Tier 1: Scientific research based curriculum is used in the general education classroom using curriculum based assessments, Students strengths and weaknesses are assessed and immediate re-teaching is provided.
- Tier 2: As students are continually assessed and teachers discover continuing areas of difficulties, teachers will consult with the specialists and a more intensive program will be provided by both specialists and general education teachers.
- Tier 3: Students who continue to struggle with specific parts of the curriculum are given additional support on a daily basis by the most highly trained specialists and aides as well as the use of intensive curriculum that targets the skills deficit areas.

**Students may be referred to the *Problem Solving Team* at anytime during Tier 2 or Tier 3 interventions.**

## **SCHOOL COUNSELING**

CES, as part of its curriculum, has a counseling program. CES shares a counselor with the other elementary schools in the district. Parent/guardians should contact the office if they wish to explore the possibility of receiving this service for their child.

## **SPECIAL EDUCATION**

The district shall provide a free appropriate education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the district, as required by the Individuals with Disabilities Education Act (IDEA) and implementing provisions of the Illinois School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The term “children with disabilities”, as used in this policy, means children between the ages of three and 21 for whom it is determined, through definitions and procedures described in the Illinois Rules and Regulations to Govern the Organization and Administration of Special Education, that special education services are needed.

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 and the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the district shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education’s Rules and Regulations to Govern the Administration of Special Education. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the district shall establish and implement a system of procedural safeguards. The safeguards shall cover students’ identification, evaluation, and educational placement. This system shall include notice, an opportunity for participation by the student’s parents/guardians, and representation by counsel, and a review procedure.

The district may maintain membership in one or more cooperative associations of school districts which shall assist the school district in fulfilling its obligation to the district’s disabled students. If necessary, students may also be placed in a district building other than the student’s home school or a public or private educational facility outside of the district.

## **SPEECH SCREENING**

All incoming Kindergarteners receive a speech and language check by the school pathologist as part of the district’s screening. All students new to the district will also receive a speech and language evaluation with a teacher or parent referral.

## **VISION AND HEARING SCREENINGS**

Vision and hearing screenings are given at appropriate grade levels. If the screenings indicated that a student should receive a more extensive examination by a physician, the parents will be notified by mail.

## SCHOOL BEHAVIOR PLAN

### CONDUCT AND DISCIPLINE

Students are expected to conduct themselves at all times in such a way to bring credit to themselves, their family, and their school. **Disrespect toward staff members will not be tolerated.** This serious infraction of school rules will result in immediate disciplinary action.

Students are prohibited from possessing toys or other items that resemble guns, knives, or other weapons while under school supervision. This situation poses a serious problem for school personnel and students and will result in serious disciplinary action. Any student who has knowledge of weapons, drugs, threats to do harm to staff, students, or school property, should report that information to school personnel. Every effort will be made to guarantee the anonymity of students who have provided information about serious threats or activities.

Any reference to illegal activity or threat of violence will be treated in a serious manner, and result in serious disciplinary action. These violations may be reported to law enforcement officials for further action. The use of violence, force, noise, coercion, threats, intimidation, fear, or similar conduct is prohibited.

Any behavior which is disruptive to the educational program of the school, or which is dangerous to persons or property, is prohibited. Teachers and parents should work together to instill self-discipline in each child for good citizenship and character, a positive attitude, and general courtesy.

A progressive form of discipline, tempered by the conditions of the offense, shall be followed. District #15 does not condone the use of corporal punishment as a means of disciplining students; teachers do have the right to remove a student from the classroom for disruptive behavior. A teacher or administrator is authorized to employ physical restraint when, in his/her professional judgment, the physical restraint is necessary to prevent a student from doing harm to others or to himself/herself. When so employed, physical restraint will be not considered a form of corporal punishment. Every classroom has the rules with consequences and rewards posted. A set of these rules will be sent home with every student. Fighting in any form will not be tolerated. Fighting will be defined as using any physical force upon another student.

Consequences for inappropriate behavior may include reprimands, reports to parents, loss of recess time, fees for damaged property, and/or detentions. For more serious offenses or for related misbehavior, students may be suspended from classes by the principal. Students may be expelled from the school by the Board of Education for gross disobedience or misconduct. Behavioral Intervention Guidelines, which are discipline guidelines to be used with Special Education students, are given to parents at annual staffings during the school year.

Gross disobedience or misconduct, which may lead to suspension or expulsion of a student pursuant to the provisions of Section 10-22.6 of the Illinois School Code, whether these behaviors take place in the school, on school property, on a school bus, on a school sponsored function or at other school facilities, shall specifically include but not be limited to the following:

- Willful refusal to obey the policies, rules, and regulations of the Board of Education
- Willful refusal to obey all reasonable written or oral instructions of any staff member of the administrative or teaching staff, designated educational support personnel, or bus driver
- Willful behavior which interrupts or disrupts the orderly process of school affairs
- Conduct which is or may be physically injurious to persons or property
- Repeated minor incidents of misbehavior, which other disciplinary measures have failed to deter
- Behavior that constitutes gross disrespect for property or rights of other students or staff members
- Verbal, physical, sexual harassment, bullying, or threatening behavior toward any other student or staff member

Certain behaviors, which are prohibited in school, are also in violation of federal and state laws or local ordinances. Students who are found to be involved in the following acts will be subject to school disciplinary procedures and will be reported to the appropriate law enforcement agency for further disposition:

- Possession, use, sale, or delivery of drugs, alcohol or tobacco products
- Theft or possession of stolen property
- Assault (verbal) or battery (physical)
- Arson
- Possession of weapons and/or ammunition

- False report of fire or explosive device
- Destruction and/or defacing of property  
Students responsible for damaging or defacing school property in any way will be held responsible for repair and clean-up of the affected school property and will be subject to other disciplinary action as deemed appropriate by the school administration. The school will seek recovery of damages under the Illinois Parental Responsibility Law, Chapter 70, Section 51:57 of the Illinois Revised Statutes.
- 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 reasonably 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.
- Other behaviors which violate federal, state, or local ordinances.

**School activities, including events held away from CES are an extension of our educational program. The same standards of conduct apply to on-campus and off-campus activities.**

### **BEHAVIOR EXPECTATIONS**

The development of our students to reach their potential as individuals in the academic program of the school is a high priority as well as providing for the safety of your child while he/she is at school.

We will also be stressing citizenship, independent responsibility, and good self-discipline. Students must follow the established rules, including playground rules, so that we can maintain a safe environment for your child. Our goal is to help each student accept all these areas of achievement and responsibility.

### **CORPORAL PUNISHMENT**

Corporal punishment of students by school officials is prohibited. Corporal punishment shall include, but shall not be limited to, the intentional infliction of bodily harm, slapping, paddling, or the prolonged maintenance of a student in a painful position. School officials shall not be prohibited from the use of reasonable force for purposes of self-defense, to protect property, to protect the health or safety of the students in their charge, or to protect other persons.

A teacher or administrator is authorized to employ physical restraint when, in his/her professional judgment, the physical restraint is necessary to prevent a student from doing harm to others or to self. When so employed, physical restraint will not be considered a form of corporal punishment.

### **EXPULSION**

The School Board may expel a student from school for reasons of gross disobedience or misconduct. Parent notification and due process is required. This disciplinary action will be considered when gross disobedience or misconduct occurs or when serious misconduct has resulted in multiple out-of-school suspensions.

### **GENERAL BEHAVIOR RULES**

- The use of chewing gum is not permitted.
- Toys and electronic equipment are to be left at home unless requested by a teacher for a special project in the classroom. This includes, but is not limited to, roller blades, skateboards, hardballs, Frisbees, radios, cameras, laser pointers, toys which resemble guns or other weapons, pagers, beepers, and CD players or similar devices.
- Students shall not possess any object that could disrupt the educational process or endanger the safety of students and staff members or school property.
- Buying, selling, and trading items at school by the students is prohibited, unless approved by the office.
- Snowballs and rock throwing are not permitted.
- Fireworks or any type of explosive devices are not permitted.
- Possession of weapons, including knives, guns, clubs, etc., is strictly prohibited.
- Fighting and/or "play fighting" are not tolerated.
- Students are not permitted to smoke, possess cigarettes or other tobacco products, matches, or lighters at any time.
- The distribution of any printed materials on school property must be approved by the principal.

- The presence of gangs or gang-related activities, including the display of gang symbols or paraphernalia, on District #15 school grounds, is strictly prohibited. A "gang" is defined as any group who adopts a name, symbols, special dress, colors, or turf and engages in anti-social or harmful activities, or conspires to commit civil or criminal offenses, or creates an atmosphere of intimidation, or is contrary to the purpose and process of our school programs.

Any student who violates this policy should expect serious disciplinary consequences and shall be subject to the Board of Education's Discipline Policies.

### **OTHER BEHAVIOR INFORMATION**

Students are prohibited from possessing toys or other items that resemble guns, knives, or other weapons while under school supervision. This situation poses a serious problem for school personnel and students and will result in serious disciplinary action. Any student who has knowledge of weapons, drugs, threats to do harm to staff, students, or school property, should report that information to school personnel. Every effort will be made to guarantee the anonymity of students who have provided information about serious threats or activities.

Any reference to illegal activity or threat of violence will be treated in a serious manner, and result in serious disciplinary action. These violations may be reported to law enforcement officials for further action. The use of violence, force, noise, coercion, threats, intimidation, fear, or similar conduct is prohibited.

Any behavior which is disruptive to the educational program of the school, or which is dangerous to persons or property, is prohibited. Teachers and parents should work together to instill self-discipline in each child for good citizenship and character, a positive attitude, and general courtesy.

Consequences for inappropriate behavior may include reprimands, reports to parents, loss of recess time, fees for damaged property, loss of privileges, loss of school activities, inclusion in the behavior interventionist's classroom and/or detentions before or after school. For more serious offenses or for related misbehavior, students may be suspended from classes by the principal. Students may be expelled from the school by the Board of Education for gross disobedience or misconduct. Behavioral Intervention Guidelines, which are discipline guidelines to be used with Special Education students, are given to parents at annual reviews during the school year.

Gross disobedience or misconduct, which may lead to suspension or expulsion of a student pursuant to the provisions of Section 10-22.6 of the Illinois School Code, whether these behaviors take place in the school, on school property, on a school bus, on a school sponsored function or at other school facilities, shall specifically include but not be limited to the following:

- Willful refusal to obey the policies, rules, and regulations of the Board of Education
- Willful refusal to obey all reasonable written or oral instructions of any staff member of the administrative or teaching staff, designated educational support personnel, or bus driver
- Willful behavior which interrupts or disrupts the orderly process of school affairs
- Conduct which is or may be physically injurious to persons or property
- Repeated minor incidents of misbehavior, which other disciplinary measures have failed to deter
- Excessive unexcused absences or tardiness
- Behavior that constitutes gross disrespect for property or rights of other students or staff members
- Verbal, physical, sexual harassment, bullying, or threatening behavior toward any other student or staff member

Certain behaviors, which are prohibited in school, are also in violation of federal and state laws or local ordinances. Students who are found to be involved in the following acts will be subject to school disciplinary procedures and will be reported to the appropriate law enforcement agency for further disposition:

- Possession, use, sale, or delivery of drugs, alcohol or tobacco products
- Theft or possession of stolen property
- Assault (verbal) or battery (physical)
- Arson
- Possession of weapons and/or ammunition
- False report of fire or explosive device
- Destruction and/or defacing of property



Students responsible for damaging or defacing school property in any way will be held responsible for repair and clean-up of the affected school property and will be subject to other disciplinary action as deemed appropriate by the school administration. The school will seek recovery of damages under the Illinois Parental Responsibility Law, Chapter 70, Sections 51:57 of the Illinois Revised Statutes.

- Other behaviors which violate federal, state, or local ordinances.

**School activities, including events held away from CES are an extension of our educational program. The same standards of conduct apply to on-campus and off-campus activities.**

### **OUT-OF-SCHOOL SUSPENSION**

A student may be suspended from school for up to 10 days for acts of misconduct and/or persistent disobedience. Parental notification and due process is required. During out-of-school suspensions, the absences will be considered excused. Students placed on out-of-school suspension will have an opportunity to receive the assigned work. During an excused absence, all schoolwork must be completed to receive full credit; work assigned during an out-of-school suspension is due upon return from the suspension.

During the out-of-school suspension, a student may not attend any school related activities or be present on school district property. In certain specified cases, out-of school suspensions may include conditions that would allow the suspension to be shortened or lifted pending a successful parental conference with the principal and appropriate school personnel. The principal will determine if circumstances warrant revision of the terms of suspension.

### **PLAYGROUND RULES**

1. General rules –
  - a. Dress appropriately according to the weather as well as for games and equipment.
  - b. Students must receive permission to come into the building from the playground
  - c. The playground boundary on the north side is the driveway
  - d. Cartwheels and related activities are to be done in the grass areas only
  - e. “Pyramids” are not allowed
  - f. Jump ropes are to be used for jumping only
  - g. Walkers are to stay as close to the fence as possible
  - h. No jumping off the top of elevated equipment
  - i. No climbing on the top of equipment that is not designed for that purpose.
2. Swings – one person per swing, seated, not touching other students on other swings (except normal pushing), no “underdogs” (running under the swing to push), walk clear of moving swings to avoid injury, no twisting, and no climbing poles on the ends of the swing set. The swing seat and chain are not to be thrown over the top bar.
3. Football – throw and catch only, make sure that you are not interfering with other activities
4. Kickball – utilize standard rules as explained by the playground supervisor, outs are to be made only by tagging the base, throwing the ball at a runner and stealing bases are not permitted.
5. Bell – the sound of the bell means to LINE UP IMMEDIATELY AND QUIETLY – gather and hold onto all playground equipment which is to be taken inside the building. When entering the building do so quietly on the right side, holding on to the railing.
6. Other – the following activities are not allowed at any time: bullying, inappropriate gestures or language, name-calling, teasing, rough play, play fighting, fighting, tackle football, Red Rover, dodge-ball, throwing snowballs, rocks, woodchips, etc.
7. Food – candy, gum, food, or drink are not allowed on the playground.

**Consequences: Depending on the severity and number of infractions...time outs, loss of equipment privileges, loss of all recess for a day or a specified number of days, suspension (in-school or out-of-school).**

## **TRANSPORTATION**

### **BICYCLE RIDERS**

Students must walk their bicycles on school grounds. Bikes are to be walked across streets at the patrolled corner(s). All bikes should be parked and locked in one of the provided bike racks. Riders should practice established bicycle safety rules. Failure to follow these rules, after a warning, may be the loss of bike privileges from 1-10 days per occurrence.

- Obey all traffic signs and regulations
- Ride on the right side of the road
- Ride single file
- Only one child per bike
- Signal your intention to turn

### **BUS TRANSPORTATION AND DISCIPLINE**

Bus transportation is a service provided by the Clinton School District. Our drivers are fully qualified and competent. They are in charge of the bus and all passengers. Students will conduct themselves on the bus with the same decorum as we would expect in the classroom.

#### **Please note the following important guidelines:**

- The district's responsibility is to transport students, whose residence is 1 ½ miles or more from school, to/from designated pick-up and drop off locations. Any variance from the designated pick-up/drop-off locations will require the parent /guardian to submit a written request to be approved by the transportation director prior to allowing the students to be transported to/from an alternate location. The district will allow an exception only for the purpose of long-term childcare which would require the child to be picked up from and/or delivered to the location of the childcare provider. Forms are available in each building to request a change in the bus service.
- If your child's schedule changes and he/she will not be riding the bus home, you must notify the school in writing. No last minute bus changes will be allowed.
- The school district will continue to provide shuttle service between schools. Students who shuttle will be assigned to a bus and will ride the same bus daily.
- Please be certain that someone is home when your child arrives at the end of the school day. If no one is home, the driver will return to the bus garage at the end of the route with the student. Continued problems of this type may result in termination of bus service.

#### **Instructions to School Bus Riders:**

- Bus riders are to remain seated when the bus is in motion.
- Bus riders are to keep hands and head inside the bus after entering and until leaving the bus. Do not throw anything out the bus windows.
- There will be no loud talking and laughter nor unnecessary confusion that diverts the driver's attention and could result in a serious accident.
- Eating and drinking of food and beverages is not permitted.
- Bus riders will be absolutely quiet when the bus is approaching a railroad-crossing stop.
- There will be no fighting before entering the bus, on the bus, or while leaving the bus.
- There will be no profane language or disrespect toward the bus driver.
- Bus riders will not tamper with the bus or any of its equipment at any time.
- Vandalism to the bus will not be tolerated - marking or cutting seats, etc.
- Drivers may assign any or all students to seats.
- Bullying and acts of aggression will be written up.

Gross misconduct may result in immediate suspension of bus privileges. In addition, a student who receives multiple bus conduct reports may be suspended from riding the bus. Parents will be notified in writing when a conduct report is issued, and will be provided a copy of the report.

A suspension from a bus does not excuse a student from school. It is the parent's responsibility to see that their child/children attend school on a regular basis. If a child that is suspended from riding the school bus is absent, that student will be considered truant for the time he/she has missed.

**PICKING UP STUDENTS/CHANGE OF TRANSPORTATION NOTIFICATION**

When picking up a student at 3:15, please pick your student up in the designated “Parent Pick-Up” area in front of CES. When your child’s normal daily transportation routine needs to change please contact the office at 217-935-6772 or 217-935-6218 no later than 2:30 or send a note indicating the change with your child in the morning.

#### **GRADE 4**

- 24 pencils #2 with erasers (Ticonderoga recommended)
- 2 red checking pens
- 1 pair scissors (Fiskars recommended)
- 1 box of 24 crayons (Crayola recommended)
- 1 white school glue (4 oz.) (Elmer's recommended)
- 1 large flat eraser (pink)
- 1 box of 24 colored pencils (Crayola Twistables recommended)
- 1 box of 8 washable markers - broad line/classic colors (Crayola recommended)
- 1 package dry erase markers (Expo recommended)
- 2 packages wide-ruled notebook paper
- 2 wide-ruled notebooks (70 sheets)
- 12 pocket folders solid colors – 2 each red, blue, yellow, green, purple, orange
- 3 large boxes of Kleenex
- 1 inch 3 ring binder
- 1 pack 5 tab dividers for binder
- 3x3 sticky notes
- 1 set ear buds or headphones
- 1 old paint shirt for art
- 1 pair of tennis shoes for inside wear only
- NO TRAPPER KEEPERS

#### **GRADE 5**

- 3 boxes of 12 wooden pencils #2 with erasers (Ticonderoga recommended)
- 10 mechanical pencils (with lead refills)
- 2 boxes of colored pencils minimum of 8 (Crayola recommended)
- 4 multi-colored ink pens
- 2 large flat erasers (pink or green)
- 1 box of 24 crayons (Crayola recommended)
- 1 box of 10 markers broad line/classic colors (Crayola recommended) – boys
- 1 box of 10 markers thin tip/classic colors (Crayola recommended) - girls
- 12 folders (bottom pockets)-solid colors, 2 each of red, blue, yellow, green, purple and orange
- 2 composition notebooks (7 ¾" x 9 ¾")
- 1 package wide-ruled notebook paper (no college rule)
- 8 dry erase makers (Expo recommended)
- 1 – 3"x5" white ruled note cards
- 6 glue sticks (Elmer's recommended)
- 1 package of multi-colored highlighters
- 1 pair tennis shoes for inside wear only
- 3 large boxes of tissues (Kleenex recommended)
- 1 old paint shirt for art
- 4 wide-ruled notebooks (70 sheets)
- 1 pencil sharpener (hand-held, not battery operated)
- 1 - plastic 3 pronged folder (purple)
- Headphones (Inexpensive)
- 2 – 1 inch binder
- 2 packs of 5 dividers
- 2 packs Post-It notes

