

Orangerville Elementary



2016—2017
Student Handbook

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Welcome Back! We hope that you had a great summer!

On behalf of the faculty and staff, I welcome you to Orangeville Elementary School. We are excited about starting the 2016-2017 school year. We have a few changes in our building this year that I am very excited about. We welcome our new staff to the district: Ms. Morgan Reining – Special Education K-3, Mrs. Tonya Heldt – Life Skills, and Mr. Steven Picavet – Elementary PE. Changes in the staff include: Ms. Katie Markel – 4th Grade. It is our goal to provide a safe learning environment and quality educational instruction for all students.

Education is important and we hold our students to a high standard. We need the cooperation and involvement of parents, teachers, staff, students, and community in order to be successful.

Dr. Douglas DeSchepper, Superintendent/Elementary Principal
The Orangeville Elementary Staff

There are many opportunities to participate in your child's education. Whether you are interested in PTO, being a member of one of our advisory groups or just like to visit us during Parent/Teacher Conferences and classroom programs, all of these opportunities allow you to know what's going on here at Orangeville Elementary. We encourage you to take advantage of these opportunities and to keep in contact with your child's teacher throughout the year.

The handbook has important information regarding your student's education, so please take time to familiarize yourself with this summary of our policies and procedures. The complete handbook of board policies is available in the district office or at www.orangevillecusd.com. This handbook may be amended throughout the year. Families will be notified of amendments. If you have any questions, please feel free to contact us.

There is a signature page which needs to be turned in to the office.

Have a great year!

ELEMENTARY SCHOOL STAFF

Elementary Principal -----	Dr. Douglas DeSchepper
District Secretary -----	Mrs. Heidi Rackow
School Nurse -----	Mrs. Karyene Friedenauer
Sub-Nurse -----	Mrs. Terry Elgin
Clerical Aide -----	Mrs. Pat Schneiderman
Kindergarten -----	Mrs. Heather Hanson
Grade 1 -----	Mrs. Julie Cahoon
	Mrs. Julie Maurer
Grade 2 -----	Mrs. Nicole Trampel
	Ms. Tracy Schoeny
Grade 3 -----	Mrs. Chelsea Shellhause
Grade 4 -----	Mrs. Stacey Brown
	Ms. Katie Markel
Grade 5 -----	Mrs. Emily Campbell
Special Education (K-3) -----	Ms. Morgan Reining
Special Education (4-5) -----	Ms. Stacey Schulz
Life Skills -----	Mrs. Tonya Heldt
PASS -----	Mrs. Lynn Jordan
PASS Paraprofessional -----	Ms. GariLynne Reed
Title I -----	Mrs. Kari Janecke
P/T Classroom Reduction -----	Mrs. Erica Kraft
PE -----	Mr. Steven Picavet
Band/Music -----	Mrs. Sara Swart
Library Clerk -----	Mrs. Karen Borth
Paraprofessionals -----	Mrs. Cathy Wilson
-----	Mrs. Kelly Fryer
-----	Mrs. Cheryl Strauch
-----	Ms. Cheryl Stoffel
-----	Ms. Joan Banderet
-----	Ms. Melanie Hull
-----	MS. Kimberlee Borowski
-----	Ms. Kristi Love
Custodian -----	Mr. George Crase
Cafeteria - Head Cook -----	Mrs. Lori Love
	Ms. Kendra Love
Support Services – Psychologist -----	Mrs. Barb Vines
Social Worker -----	Mrs. Barbara Nowak
Speech -----	Mrs. Danielle Hoshaw

**ORANGEVILLE
COMMUNITY UNIT SCHOOL DISTRICT #203
MOTTO**

"Children ARE Our Thing"

Orangeville Elementary School does not follow the practice of social promotion and placement in the following grade must be earned. Student progress will be monitored on an ongoing basis by teachers, administrators, and parents to ensure appropriate academic progress is achieved.

In order to promote student achievement, a change in instructional placement, and/or retention is considered.

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, sexual orientation, ancestry, age, religious beliefs, physical or mental disability, or status as homeless.

Orangeville Elementary School Parent Creed

I, an Orangeville Elementary School Parent, believe that a strong education is the basis for the future success of my child. I also believe that my child will receive the best possible education when there is a strong home-school connection. Therefore, because I love my child, I accept the responsibility to support my child's education and Orangeville Elementary school as follows:

1. See that my child attends school regularly and on time (Starting time is 8:00).
2. Provide my child with the necessary equipment and supplies.
3. Provide my child with a quiet study area at home.
4. Insist that my child complete all of his/her homework assignments.
5. Read together with my child and share the joys of learning.
6. Monitor my child's progress and communicate with the teacher and principal regularly. I will return all forms sent to me by my child's teacher or by the principal.
7. Encourage my child to respect the rights and property of others.
8. See that my child treats adults with respect.
9. Encourage my child to follow all school rules.
10. Provide my child with appropriate school clothes (no clothes with alcohol, drugs, or inappropriate language).
11. Actively participate in school activities.
12. Respond to school contacts in a timely fashion.
13. Report problems or concerns to my child's teacher first, then the principal.

Attendance

School Hours

Students arrive no earlier than	7:45 a.m.
Students are tardy after	8:00 a.m.
School day ends at	3:00 p.m.
Buses leave at	3:05 p.m.

- Students should arrive at school no earlier than 7:45 a.m. unless prior arrangements have been made with the teacher or principal.
- Students should wait at designated areas before school.
- **There is no supervision outside of the building before 7:45 a.m.** Children arriving earlier than 7:45 a.m. frequently find it difficult to settle down because they are over stimulated due to extended periods of play before school starts.
- Students are considered tardy when not present in the room by 8:00 a.m. When a student is tardy, a written excuse should be sent to the teacher/principal. A student is considered unexcused. Car troubles or act of God are considered excused on case-by-case basis.
- **Students are required to check in after 8:00 and check out in the Main Office when leaving before 3:00.**

ATTENDANCE PROCEDURES

Please call 815-789-4613 to report a student's absence. All absences must be reported by 8:30 AM.

Make-up homework requests must be made when reporting absences to allow classroom teachers ample time collect the necessary materials. Students are allowed one day to make up academic work for each day missed due to illness. Credit will not be given for unfinished or missing work.

Any time a student misses school for a medical /dental appointment, he/she must present a note signed by the doctor/dentist to the office when he/she returns to school.

Regular attendance at school pays off in many ways. Here are some important reminders about attendance:

- Regular attendance at school is required by Illinois law.
- By law, parents or guardians of students are responsible for seeing that the student attends regularly.
- **By law, the school is required to report students who have 20% absences at any time during the school year, either excused or unexcused, to the Truant Alternative Program.**
- Students are expected to be in school, on time, every day unless excused due to:
 1. Personal Illness (The school may require a note from the doctor.) An absence consists of each time out with illness, not each day. For example—if a student misses 3 days in a row with the flu, it is treated as one absence.
 2. Family emergency
 3. Death in the family
 4. Religious holiday
 5. Other valid, unavoidable reasons authorized by the principal

- Medical and dental appointments should be made for after school hours whenever possible. **Students returning from an appointment must bring an appointment card for the absence to be excused.** If at all possible, please send a note or call prior to the date of the appointment if the appointment is during the school day.

Note: We take this matter of school attendance seriously! When a student is absent, he/she misses the presentation of material and the exchange of ideas delivered in the unique atmosphere of the classroom. This kind of learning is difficult to “make-up.” Excessive absence, even when excused, may cause the student to fail.

*****Students who are absent for family vacations will be considered unexcused according to Illinois School Code Section 26-2a.*****

Classroom Procedures

Unexcused Absence – Each day of unexcused absence is treated as one occurrence. Example – If a student is absent for a vacation for three days in a row, it is counted as three days of unexcused absences.

Homework Requests for Extended Absence Due to Vacation

Although the school discourages vacations taken during regularly scheduled school days, we recognize that some situations make this unavoidable. Student work that needs to be made up will be collected during the time a child is gone and compiled for the student to make-up upon his/her return to school. This procedure will help with assigning students exactly what was covered during his/her absence. Any make-up tutoring sessions shall be solely at the initiative of the student and at the reasonable convenience of the teacher. Students will receive one day for each day absent to turn in make-up work.

Unexcused Absence - Students will receive 1 day for each absence to turn in make-up work. Failure to do so will result in zeroes for the work and their grades will be affected accordingly.

In the case of a doctor’s/dentist’s appointment, please send a note or call prior to the date of the appointment. If an appointment is scheduled during school hours, all students **must** report to the office before leaving the building and also when they re-enter the building.

Incentives – Each unexcused absence (each day), including vacations will effect any incentive during that quarter.

SNOW DAYS/LATE STARTS/EARLY DISMISSALS

An attempt is made to make decisions early on any matter which might alter the regular school day time schedule. *Parents/Guardians will be notified using the School Reach system.* **DO NOT CALL THE SCHOOL, AS THE PHONE LINES NEED TO BE KEPT CLEAR FOR EMERGENCIES ONLY.** Local radio and T.V. stations are informed as early as possible. Announcements concerning school closing will be made through the School Reach Calling System and over WEKZ (93.7FM and 1260AM), WFPS (92.1FM), WXXQ (98.5FM) or WFRL (1570AM) or your local T.V. stations: WTVO Channel 17, WREX Channel 13 or WIFR Channel 23. It is important to instruct your child where to go in the event school is dismissed early and you are not home.

Each parent needs to complete the Early Dismissal section on the school contact form. The School Reach Calling System will call the phone number on file, so it is important that contact information is updated when changes are made. Notify the office immediately of any changes in phone numbers or where your child is to be sent on early release days.

Make sure the bus plan for your child(ren) is updated when changes occur. The School MUST HAVE names and addresses for the location your child(ren) is to go. Therefore, if you change work numbers, cell phone numbers, babysitters, or have another person to contact, PLEASE NOTIFY THE SCHOOL SO WE CAN UPDATE YOUR CHILD'S/CHILDREN'S INFORMATION.

On early release days, there is no PASS. In case of an emergency early release, AM PASS will be kept until the release time.

OFFICE PHONE

The telephone in the school office is for school business only. Students may use this phone only in case of an emergency, and only with permission from school personnel.

LUNCH PROGRAM

Orangeville Elementary will continue using the Lunch Box program this year. Students need to bring money into the school as usual between 7:50 – 8:00 AM. The money will then be put into their accounts on the system and deducted each time they purchase a meal or an extra item such as extra milk. Remember: one milk is provided with each paid hot lunch. Milk is available for cold lunches at 30 cents per milk. Students who have signed up for milk break will be charged \$47.00 per year. This fee **cannot** be waived as part of the free/reduced lunch program criteria. This is collected at the time of registration with **NO REFUND**.

One check can still be sent for all family members at the Grade School. Please specify on the check how much money should be credited to each child's account.

A student's eligibility for free and reduced-price lunch shall be determined by the income eligibility guidelines, family-size income standards, set annually by the US Department of Agriculture and distributed by the Illinois State Board of Education. Students who are eligible for reduced lunches should bring in their money as before.

Daily tickets – Grade School...\$2.25

Adult's lunch ticket....\$3.00

NO CHARGING WILL BE ALLOWED. PLEASE BE SURE YOUR CHILD EITHER HAS HOT LUNCH MONEY OR BRINGS A COLD LUNCH EVERY DAY.

BOOK RENTAL FEES

All students must pay a basic registration fee. This fee must either be paid by the first day of school, or a fee waiver request must be filled out, or arrangements must be made with the Building Principal for installment payments.

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

Students whose parents are unable to afford student fees may receive a waiver of the fees. However, these students are not exempt from charges for lost and damaged books, lock, materials, supplies and equipment.

Applications for fee waivers may be submitted by a parent/guardian on a form available from the Building Principal.

A student shall be eligible for a waiver of a fee if the following prerequisite is met:

1. The student is currently eligible for Free Meals pursuant to IL REV. STAT., ch 122, para, and 712.1 et seq.

Consideration will be given by the Building Principal for factors such as:

1. Illness in the family.
2. Unusual expenses such as fire, flood, storm damage, etc.
3. Seasonal unemployment.
4. Emergency situations

The Building Principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. A Building Principal's denial of a fee waiver request may be appealed to the School Board by submitting the appeal in writing to the Superintendent or his designee within fourteen (14) days of the denial. If appealed, the Board will reconsider the decision to deny the fee waiver request, and will notify the parent/guardian in writing of its decision. The decision of the Board is final and binding.

Questions regarding the fee waiver request process should be addressed to the Building Principal's office.

MEDICAL ISSUES AT SCHOOL

We do not encourage the use of medicines at school unless it is absolutely necessary. Please ask your child's doctor if he/she needs to take the medicine at school. For example, medicine to be taken three times a day generally can be taken before school, after school and bedtime.

Prescription Medications

If your child does need to take a prescription medication at school, the following rules apply:

- A. The doctor must sign a note giving the reason the child is taking the medicine, the dosage and the time it is to be given, as well as the doctor's permission for the school to give the medicine.
- B. Send a parent note requesting the school to give the medicine.
- C. The medicine must be sent to school in the original appropriately-labeled pharmacy container. Please count the number of pills the school will be giving during the week, and send that number of pills only. (No more than a two-week supply).
- D. **ALL medications must be presented to the office by an adult.**
- E. Students who require the use of inhalers for asthma or an Epi-Pen for allergies may keep them with them as long as they have filled out the necessary permission forms with the office.
- F. Parents are responsible for removing any unused medications at the end of the year.

Administering Medicines to Students – School Policy

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

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

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

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

Non-Prescription Medications

Temporary type medicine to ease the symptoms of illness such as aspirin, cough drops, cough syrup, cold tablets, etc. are rarely necessary at school. If your child is unable to function at school without these medicines, he/she would be better off at home recovering from the illness.

On those rare occasions when your child needs a non-prescription medication for temporary use at school, you must follow the following guidelines:

- A. An adult must bring the medication to the office.
- B. The parent must write a note informing the school of the time and dosage as well as the reason the child needs the medication.
- C. The medicine must be in the **original drugstore container or package.**
- D. Parents are responsible for removing any unused medication at the end of each year.

Excuse from Physical Education and Recess

If your family doctor requests that your child be excluded from PE and/or recess due to illness or injury, you will need to send the physician's order to school on that first day the exclusion is requested. The physician's order should specify the number of days your child is to be excluded, what they are to be excluded from, and the reason for the exclusion.

If a parent would like to request that their child be excluded from PE then they will also be excluded from recess and/or recess due to illness or injury. The parent will need to send a note to school on the day the exclusion is requested. An exclusion from a parent request is limited to only 2 days and no more than 3 parent requests for exclusion from PE and/or recess will be allowed in a semester. Any requests beyond those limits will require a physician's order or the request will be denied.

Athletic shoes with non-marking soles are required for physical education class. Shoes not conforming to the guidelines include, but are not limited to "skater shoes", sandals, flip-flops, Crocs and any other type of

deck shoe. This is a safety request to avoid ankle and foot injuries. All shoes must also remain tied while in physical education class.

Orangeville School District Communicable Disease Guidelines

The guidelines used by the Orangeville School District follow the recommendations of the Illinois Department of Public Health. These are the conditions the district will follow for excluding students with the following illnesses from school. Your cooperation in following these guidelines will be greatly appreciated. Please report any communicable disease, such as chicken pox, strep throat, scarlet fever, head lice, etc. to the school nurse or office. This information is used to control communicable disease, thereby protecting the well-being of students and others in the community.

Chicken Pox

Cases must be isolated and excluded from school or day care for not less than five days after the eruption of the last vesicles (chicken pox) or until the vesicles become dry. Students need to have a normal body temperature (98.6 degrees F) for 24 hours before returning to school.

Diarrhea

If a student has had diarrhea, student will be excluded from school until diarrhea has stopped for at least 24 hours.

E. Coli

Students will be excluded until diarrhea has stopped for 24 hours.

Fever

A student having an oral temperature of 100 degrees F or greater will be excluded from school. The student needs to have normal body temperature (98.6 degrees F or below) for 24 hours before returning to school. In most 2-5 day childhood illnesses, fever is lowest in the morning, rises in afternoon, highest in evening and night. As child begins to recover, morning temperature will be normal with fever still present later in day. If illness is in first or second day, and the previous day's fever was over 100 degrees, student should be kept home one more day, even if no fever that morning.

Head Lice

A student with head lice will be excluded from school until the day after the first shampoo, lotion, or cream rinse pediculicide is properly applied. Student will need to be checked by school nurse, or other school personnel, in the absence of the nurse, before being allowed back into their classroom.

Impetigo

Student will be excluded from school until 24 hours after treatment begins. Lesions need to be covered while in school.

Infectious Mononucleosis

Student does not need to be excluded unless he/ she has a fever of 100 degrees F or greater or is not well enough to participate in usual activities. Due to the risk of rupture of the spleen, contact sports should be avoided until physician gives permission to participate.

Influenza

Student will be excluded from school until fully recovered, i.e., absence of fever for at least 24 hours.

Pink Eye (Conjunctivitis)

Student will be excluded until 24 hours after treatment begins and eye discharge has subsided, or child is examined by a physician and approved for readmission to school.

Ringworm

Students with ringworm will not be excluded if lesions can be covered with band-aids.

Salmonella

Students will be excluded from school until they have a normal body temperature (98.6 degrees F) and have had no diarrhea for 24 hours.

Scabies

Students will be excluded from school until 24 hours after first treatment is complete.

Shigella

Students will be excluded from school until they have a normal body temperature (98.6 degrees F) and have had no diarrhea for 24 hours.

Strep throat or Scarlet Fever

Students will be excluded from school until 24 hours after treatment begins. Student will be readmitted to school if student has had a normal body temperature for 24 hours.

Practicing proper hand washing and good personal hygiene will promote good health and limit the spread of infectious diseases.

- Teach your child to wash with warm soap and water. Rub your hands together for at least 20 seconds. Make sure to clean under fingernails and between fingers.
- Wash hands with soap and water immediately after using the bathroom and always before handling food or eating.
- Teach children to never share hairbrushes, combs, toothbrushes, nail clippers, nail brushes, make-up, earrings for pierced ears and jewelry used for body piercing.
- Don't share eating utensils, drinking cups, sports water bottles, handkerchiefs, caps, or stocking hats.
- Always cover your mouth when coughing or sneezing. Always wash your hands when they become soiled with oral or respiratory secretions.
- Always wash hands after changing diapers.
- Always wash your hands after playing with pets.
- Keep your body clean and frequent soap and water baths or showers.

INSURANCE

As part of The Prairie State Insurance Cooperative, Orangeville C.U.S.D. #203 receives the benefit of the Illinois School District Agency (ISDA) Student Accident Coverage at no cost for the forthcoming 2016-2017 plan year. Each student is covered against medical expenses for accidents that occur while attending regular school sessions, or that occur while the student is participating in activities exclusively organized, sponsored and supervised by the school. This coverage includes travel time for the student traveling from his or her residence to attend regular school sessions, and travel to and from a school-sponsored activity in any vehicle furnished by the school and supervised by school employees.

An informational package with complete details about The Prairie State Insurance Cooperative, Student Accident Coverage for the 2016-2017 plan year will be sent home with your child the first day of school.

BIRTH CERTIFICATE, PHYSICAL, DENTAL AND EYE EXAMS

Kindergarten, preschool and transfer students are required by law to furnish the school with a certified courthouse copy of the child's birth certificate upon registering for school.

Illinois Law requires all students entering Preschool, Kindergarten, 6th, and 9th grade, or persons entering an Illinois school for the first time to have a completed physical exam and required immunizations on Illinois forms. If a child does not comply by October 15th of the current year, that child will be excluded from school until such time as proof of compliance has been presented.

During the child's exclusion from school for noncompliance, the child's parents or legal guardian shall be considered in violation of Sec. 26-1 (105 ILCS 5/26-1) and subject to any penalty imposed by Sec. 26-10 (105 ILCS 5/26-10)

Dental Exams – These are required by the State of Illinois for pupils entering kindergarten, second grade and sixth grade. They are due by May 15 of current school year.

Eye Exams – An eye exam performed by an optometrist will be required for all kindergarten students, and any student entering an Illinois school for the first time. These are due by October 15 of the current year.

COURT ORDERS

Court orders can be placed with student's temporary records, however, it is the responsibility of the parents to provide a copy of the court order to the K-5 office in a timely manner and to provide updates after a court order has expired. No court order will be honored after the expiration date.

STUDENT SURVEYS

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's education objectives. Parents may request their child not participate in a survey or they may review any survey instrument through a request submitted to the building principal.

STUDENT RECORDS

Permanent student records are kept by Orangeville for a minimum of 60 years. Examples of permanent data are grades, enrollment dates, birth dates, attendance records and parents' names. Temporary student records are destroyed five years after graduation. Examples of temporary data are test scores and discipline records.

Permanent Student Record means and shall consist of:

Basic identifying information, including students and parents/guardians names and addresses, birth date and place, and gender.

Academic transcript, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations.

Attendance records.

Accident reports and health records.

Record of release of permanent record information in accordance with 105 ILCS 10/6 ©.

Scores received on all state assessment test administered at the high school level.

Temporary Student Record means and shall include:

A record of release of temporary record information in accordance with 105 ILCS 10/6 ©.

Scores received on the State assessment tests administered in the elementary grade levels (that is kindergarten through grade 8).

Information regarding serious infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction.

Information provided under the Abused and Neglected Child Reporting Act (325 ILCS 5/8.6) including any final finding report received from a Child Protective Service Unit.

Completed home language survey.

Special Education files include:

The report of the multi-disciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals; Any verified reports or information from non-educational persons, agencies or organizations and other verified information of clear relevance to the education of the student.

Orangeville Grade School will grant access to all school records to parents. Students over 15 may also have access with parent permission. The principal will help parents and/or students interpret all records.

Information contained in these records will not be released to anyone other than educational officials without written parent consent.

Parents and students can challenge information by presenting a written request to the counselor or principal. Appeals of his/her decision can be presented to the Superintendent.

SPECIAL NEEDS

The Orangeville Community Unit School District shall provide a free appropriate public 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 School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. A child with special needs is one who has a problem that might interfere with his/her learning and his/her progressing at the regular pace through the school system. To help meet these needs, your school district and the other schools in Jo Daviess, Carroll and Stephenson Counties work cooperatively to provide these special services.

Special services range from individual tutoring to providing full time tuition for handicapped students who must attend private school. Pupils in our school district who need special individualized help spend part of the day in the regular classroom and part of the day receiving help from specially trained teachers in a resource room. Also available are speech, language, sight and hearing programs. A child with a temporary physical or health problem may receive instruction in his/her home or in a hospital.

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students.

Each student between the ages of 3 and 21 has the right to be considered for these programs. Copies of the rules and regulations and further information about the special education program may be obtained from your school principal.

The program is administered through the Northwest Special Education District, Freeport, IL.

TITLE I

Title I is a federally funded program providing supplemental instruction to students who are struggling in the classroom. Parents are an important part of the Title I program. Through the Title I Parent Advisory Committee, parents receive updates on the Title I curriculum, assessments, and goals. Parents are also involved in planning, reviewing, and improving the Title I program. As a parent/guardian of a student at a school receiving funds under Title I of the Elementary and Secondary Education Act, you have the right to request the professional qualifications of the teachers who instruct your child and the paraprofessionals who assist them. This request must be made by contacting the school office.

RESPONSE TO INTERVENTION (RTI)

Response to Intervention is a process designed to help schools focus on high quality interventions that are *matched to student needs* and are monitored on a frequent basis. School personnel use research and data to adapt instruction and to make educational decisions for students. All students are assessed three times per year to determine each student's independent reading level. Students scoring below the 25th percentile will receive additional services using the RTI model. This model addresses the needs of at-risk students using scientifically researched based interventions within the Title I, RAP or Reading Recovery programs. Students will continue to receive services until his/her reading level is above the 25th percentile or until special education eligibility is determined.

NO CHILD LEFT BEHIND

Notices to Parents/Guardians required by No Child Left Behind Act of 2001:

1. Annual Report Cards
2. Progress Review
3. Teacher and Paraprofessional Qualifications
4. Student Achievement
5. Non-Highly Qualified Teachers
6. Parent Involvement Policies
7. Meeting and Information

PTO

The Orangeville CUSD PTO is a non-profit parent/teacher organization whose mission is to strengthen and promote the educational development of our student, encourage parent volunteerism and community involvement in our school. The PTO is a group of parents working with teachers and administrators to better the school environment. Meeting dates are varied and will appear in the monthly newsletter or by notes sent home with students.

The PTO sponsors a wide variety of programs and events including assistance to teachers in the classroom and fundraisers for supplemental materials. PTO's annual school wide fundraiser efforts have paid for class field trips, new playground equipment and classroom technology. The core of PTO'S success can be measured in the cooperative spirit within which parents and teachers work together towards improving the education of our students. Please become a part of an important parent/teacher organization and attend a meeting to gather more information about the PTO. Everyone is invited to attend all meetings.

BREAK THE SILENCE..... PREVENT THE EVENT!

Keep our school a safe place to learn.

SAFE SCHOOL HELPLINE

Call us when you know of any activity that threatens our school. The call is free and your name is *never* asked.

800-4-1-VOICE, ext. 359 (or) 800-418-6423, ext. 359

Information about sex offenders and violent offenders against youth is available to the public through the Illinois State Police website: <http://www.isp.state.il.use/sor/> or <http://www.isp.state.il.us/cmvo/>

BUILDING REGULATIONS

1. No running in the building except in the gym under supervision.
2. Only use the assigned doors to enter or leave the building.
3. Students are not to open the outside doors for anyone other than staff members.
4. Boots are not to be taken into the classrooms.
5. No student is to be in the building after school unless under the direct supervision of a teacher or authorized adult. This includes **ALL** after school activities.
6. No hats or coats in classrooms.
7. No drugs or alcohol on school premises.
8. Students may not bring skateboards or wheelies to school or skate on school property at **ANY** time.
(1st offense: Detention and skateboard or wheelies taken away until after school.)
(2nd offense: AP (Alternative Placement), skateboard or wheelies taken away and a parent must pick up the skateboard or wheelies.)
(3rd offense: ISS/PN)
9. **Cell Phones & Electronic Devices**
Cell phones and electronic devices may be brought to school but must be turned off and placed in hallway lockers between the hours of 7:59am-3:00pm. Any cell phone or electronic device that is out or on during the instructional day will be confiscated and discipline administered. If you are found to have an electronic device in a restroom or locker room, it will be a zero tolerance policy, which means the electronic device will be confiscated and taken to the office, and may be turned over to the authorities.

(1st Offense: Cell phone taken away until after school and parent must pick up the cell phone.)
(2nd Offense: Detention and cell phone taken away and a parent must pick up the cell phone.)
(3rd Offense: Alternative Placement/PN)

HOMEWORK

Homework is an essential part of the educational development of your child. Homework may be assigned or given for the following reasons:

1. If your child has poor work habits, and has difficulty organizing his/her work, he/she may not get the required work finished during the day and will have homework.
2. Your child may not work at the pace expected.
3. Your child may have been ill and needs to "catch up" on missed work.
4. Homework may be assigned to reinforce classroom skill or promote responsibility.
5. Each teacher will create their own homework policy. Failure to comply with this policy will result in a detention. Subsequent failure in compliance will result in student referral to the office.

WE FEEL THAT GOOD WORK HABITS AND RESPONSIBILITY FOR SCHOOL WORK SHOULD BE ENCOURAGED AND ARE A PART OF THE OVERALL EDUCATIONAL PROGRAM FOR YOUR CHILD.

GRADING SCALE

The grading scale is as follows:

<u>Grades 3-5</u>				<u>Kindergarten - 2nd Grade</u>
A 93 – 100	A- 90 – 92			E 90 and up
B+ 88 – 89	B 83 – 87	B- 80 – 82		S 80-90
C+ 78 – 79	C 73 – 77	C- 70 – 72		P 70-80
D+ 68 – 69	D 63 – 67	D- 60 – 62		N 60-70
F 59 and below				U 0-50

Honor Roll

Honor roll will be published twice a year, in January and June, after the semester end. To qualify for the honor roll:

Elementary Grades 3-5 Honor Roll

A Honor Roll: All A's and no grade below A-

B Honor Roll: No grade lower than a B-

DRESS CODE

Students are expected to be clean and neat in appearance and the clothing worn is expected to be appropriate to the school situation. The administration reserves the right to send home any student wearing clothing or accessories deemed inappropriate for the educational environment; Time missed will be unexcused, or appropriate clothing will be issued for the school day.

What to wear to school:

- Tops/Shirts—Wear tops that cover undergarments, extend over the waist of the wearer's pants or skirt, are not ripped, and do not expose the back or chest.
- Pants/shorts/skirts—Wear pants, shorts and skirts that have a minimum out seam of 10 inches, have no holes or rips higher than the above stated length, and stay at the waist when worn. Wearing leggings or other clothing underneath does not impact the length or rip requirements.

What not to wear (or bring) to school:

This list is to be used as a guide and is not intended to be all inclusive.

Accessories

- Chains; necklaces with large links, pendants, or beads; excessively large or distracting earrings; studded necklaces or bracelets; sweatbands and wristbands.
- Purses, backpacks, and gym bags; these are to be kept in lockers.
- Head coverings of any kind; hats, combs, hair picks, rollers, bandanas, sunglasses; these are to be kept in lockers.

General Concern

- Tops that are see-through, mesh, too tight or provocative.
- Exposed undergarments.

- Clothing or body art with sexual/drug/alcohol/racial/gang/dual meaning or otherwise inappropriate design.
- Body or clothing graffiti.
- Clothing that has holes in inappropriate places.
- Coats, hats and outerwear; these are to be kept in lockers during the school day.
- Other items not named on this list may also be restricted if they interrupt the educational process or pose a safety concern.

CELL PHONES/TOYS/ELECTRONIC EQUIPMENT

Expensive toys, electronic games, equipment, iPods, CD players and hand held games are a temptation to students! The school is not responsible for lost, stolen, broken equipment/ toys from home. Therefore, we request none be brought to school. Cell phones are not to be used unless authorization has been given by administration. Cell phones must remain in students' locker. Any cell phone seen in the school during school hours, in use or not, will be confiscated.

SCHOOL PROPERTY CONCERNS

All lockers and desks in the Orangeville Community Unit School District are owned and controlled by the Board of Education. Students use the lockers and desks, but they may be searched at any time. Students have no expectation of privacy in any locker or desk. The Administration has the right to inspect any and all lockers and desks at any time. Students are responsible for items stored in their lockers and desks. Student lockers may be searched if there is probable cause.

TRANSPORTATION

The Orangeville School District shall provide free transportation for any student in the District who resides: 1. At a distance of 1.5 miles or more from their assigned school or 2. At designated pick up points. A student's parent/guardian may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program.

Bus schedules are determined by the Superintendent or his/her designee. Pick-up and discharge points will be as safe and convenient for students as possible.

INSTRUCTIONS TO SCHOOL BUS RIDERS

1. Be on time at the designated school bus stop; help keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops.
4. Do not move toward the bus at the school loading zone until the bus has stopped.
5. Assist in keeping the bus safe and sanitary at all times.
6. Leave no books, lunches or other articles on the bus.
7. Keep books, packages, coats and all other objects out of the aisles.
8. Help look after the safety and comfort of smaller children.
9. Be courteous to fellow pupils, the bus driver, and any other driver's assistants.
10. At a discharge point where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway and remain there

until a signal is given by the driver to cross.

11. After leaving the bus, help look after the safety of smaller children.
12. Be alert to a danger signal from the driver.
13. Do not ask the driver to stop at places other than the regular bus stop; he is not permitted to do this except by proper authorization from the school board.
14. On other trips, respect the wishes of the chaperone appointed by the school.
15. No youngsters are to get on the bus unless the driver is on the bus.
16. On extra trips, students riding on the bus must make the round trip on the bus unless they have written parental permission to ride one way in another vehicle.

RULES FOR SCHOOL BUS RIDERS

1. Wait until the bus comes to a complete stop before attempting to enter the bus.
2. Keep hands and head inside the bus at all times.
3. Remember that loud talking, laughing, or unnecessary confusion diverts the driver's attention and may result in a serious accident.
4. Treat bus equipment as you would valuable furniture in your own home.
5. Never tamper with the bus or any of its equipment.
6. Do not throw anything out of the bus window.
7. Do not leave your seat while the bus is in motion.
8. Be absolutely quiet when approaching a railroad crossing stop.
9. In case of a road emergency, remain in the bus until given instructions by the driver.
10. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school.
11. No eating, pop bottles, or cans on the bus.
12. Remember that the driver is responsible for your safety while you ride the bus. You are to abide by the instructions of the driver and are responsible to the driver for your behavior.

Violation of a bus rule will result in:

First Offense: Verbal Warning

Second Offense: Parent notification and change of assigned seat

Third Offense: Written referral to the principal and 1-5 day after school detention.

Fourth Offense: Written referral to the principal and 1-10 day removal from the bus.

Severe disruption: Immediate referral to school administration.

- If warranted, the Principal may skip steps due to the level.

BUS PERMITS

Your child **MUST** have a note from home to ride another bus or to get off at a stop other than his/her usual one. Also, notes are required if your child **WILL NOT** be riding the bus home. Bus permits for overnight guests may be obtained from the classroom teacher by presenting a parental note/permission slip.

NO NOTE – NO EXCEPTIONS!!

GYM REGULATIONS

1. Students must have **GYM SHOES** for activities in the gymnasium. Gym shoes may also be worn in the building during the winter rather than snow boots.
2. Get permission from the supervisor on duty before leaving the gym.

3. No running and no kicking of balls unless during supervised time.

PLAYGROUND and BLACKTOP REGULATIONS

1. ALL activities will be governed by the supervisor(s).
2. Students will remain on the playground unless they have permission to leave.
3. Students will dress properly for the weather (coats, hats, mittens, snow pants, etc. as the weather demands). Students must have coats, ear, and hand covering during the winter months. Students will be going outside if at all possible
4. When there is snow on the ground all pupils must have boots and snow pants in order to play on the playground. Students with just boots must stay on the blacktop. Students with just shoes must remain in snow-free areas.
5. Throwing snow or snowballs is not permitted, and students will be referred to the principal.
6. No electronic devices will be permitted.
7. Students must use appropriate language. Swearing will be referred to the principal.
8. Students must be polite and kind to others. Hitting, pushing, tripping, or fighting will be referred to the principal.
9. Football may be played only on the playground. – **NO TACKLE.**
10. Footballs may not be used in any way on the blacktop.
11. Go down the slide seated...one at a time.
12. Students should avoid playing around school windows.
13. Report accidents to the playground supervisor(s).
14. No climbing on the fence.
15. Return all playground equipment into the school building.
16. Line up when the whistle blows.
17. Closed toe shoes are required for physical games such as basketball, football, kickball, volleyball, tag, etc.
18. If the wind chill or air temperature is less than 15 degrees or at the discretion of the office, it will result in inside recess (as referenced in the Child Care Weather Watch).

The Superintendent shall notify students and their parent/guardian and employees in the building, at least 2 business days before a pesticide application in or on school buildings or grounds. An exception notification is permitted if there is an imminent threat to health or property.

LUNCH

Cafeteria Instructions for Students:

1. All students eating at school must eat in the cafeteria unless prearranged by a teacher. Milk will be sold to those bringing sack lunches. Carbonated drinks are prohibited.
2. No student may leave the school grounds during the lunch hour.
3. Students will sit at assigned seats only.
4. Cold lunches should be sent with the child to school in the morning or received by 8:00 a.m. or will be charged for a hot lunch that day.

Cafeteria Rules:

1. Follow directions of the cafeteria supervisors at all times.
2. Keep hands, feet and objects to yourself.

3. Use appropriate language, volume, and behavior.

Consequences for Failure to Follow Cafeteria Rules:

1 st consequence:	Reprimand or warning
2 nd consequence:	Sit at designated area in cafeteria.
3 rd consequence:	May be referred to the Principal for appropriate discipline.
4 th consequence:	Temporary removal from classroom to serve an in-school suspension and conference with the parent.

Parents and Grandparents have been allowed to come in and have lunch. In order to continue this policy, the following rules need to be observed:

1. **Notify the school office, NOT your child's teacher, NO LATER THAN 10:00 a.m.** that you will be coming that day and need a lunch, so that our cooks are able to prepare a meal for you.
2. Stop in the office to pay for your lunch and pick up a ticket to turn in at the lunch counter.
3. Follow **all** the lunch room rules and teacher's instructions; you set an example which teaches all the children to respect our teachers.
4. State Law prohibits forcing a child to eat his/her lunch. If a child near you does not finish his/her lunch, it is the child's choice.
5. Visitors **ARE NOT** allowed to bring in prepared food from elsewhere such as Pizza Hut, McDonald's, etc.

VISITORS

Visitors are always welcome, especially parents/guardians, provided their presence will not be disruptive. If a parent plans on visiting a classroom or bring in treats, the parent needs to contact the office a minimum of 24 hours in advance of the visit, for consideration. All visitors **must** buzz the main office, enter through the front entrance doors, register in the office and secure a Visitor's Badge. This badge must be worn at all times while in the building.

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. The building principal or designee shall seek the immediate removal of any person who:

1. Refuses to sign-in at the office after entering the school
2. Refuses to provide requested identification
3. Interferes with, disrupts, or threatens to disrupt any school activity or the learning environment
4. Engages in an activity in violation of School Board Policy 8:30, *Conduct on School Property*

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are held twice a year; one each semester. The first quarter report cards will be handed out at the first parent teacher conferences. These conferences are held in an effort to keep the parents aware of the child's progress and activities. This is a time, also, for parents to ask any questions they might have concerning grades, behavior, academic work, etc.

Parents may sign up for conferences using the Parent/Teacher Conference Request form. This form can be found on the school's website, in the Newsletter, or available upon request.

FIRE/TORNADO/DISASTER PROCEDURES

Annual disaster drills are conducted. Students should follow teacher's directions explicitly.

TREATS

The distribution of birthday treats is discouraged. However, with prior permission from your child's teacher, it will be allowed. Room parties will be arranged and supervised by the classroom teachers.

For health and safety reasons, all treats and snacks should be store bought and in original packaging.

This includes treats for classroom parties. As stated in the District Wellness Policy, students are encouraged to bring healthy treats and snacks.

CONCERNS, SUGGESTIONS, OR QUESTIONS

Students' parent/guardians who may have a concern, suggestion or question about a particular problem or situation at school should follow the procedure that follows. In the event there is dissatisfaction with the resolution at any level of a situation after exhausting all possibilities, the matter may be presented to the next level.

Step 1 – Classroom Teacher – All concerns and/or suggestions should begin with the classroom teacher. Teachers can be contacted by telephone or in person; teacher's schedules can be obtained from the building secretary. Please allow sufficient time for resolution of the concern before moving to the next level.

Step 2 – Building Principal – If concerns and/or suggestions are not resolved at step 1, they should be brought to the building principal's level. Appointments should be established to discuss the issue and should include the parent, teacher and/or student. Appointments can be made through the building secretary.

Step 3 – Superintendent – If steps 1 and 2 have not been sufficient within a reasonable length of time to answer a concern or suggestions still exist, an appointment should be made with the superintendent. Appointments can be made with the district secretary.

Step 4 – Board of Education – After progressing through steps, 1, 2, and 3 in sequential order, and if concerns or suggestions still exist, the superintendent may approach the Board of Education to review the specific concern or suggestion or make arrangements for parents to attend a board meeting to discuss the item.

Orangeville Grade School Discipline Policy

We, at Orangeville, believe that the family is the essential unit of society and, therefore, must be the primary source of direction in disciplining students. The goal of the Discipline Code is to foster a sense of self-discipline within each student. By taking responsibility for their own actions, students become better prepared to function in adult society. It is the goal of District #203 to help create within each student a respect for themselves and the rights of others. Also, it is recognized that quality education can only take place when students realize that teachers have a right to teach and students have a right to learn without unnecessary disturbance. A teacher may use reasonable force as needed to maintain safety for the other students and may

remove a student from the classroom for disruptive behavior and the student must be afforded the right of due process. When a student becomes involved in a school related difficulty, the collaboration and involvement of the parent will be sought.

Each teacher of a classroom in grades K-6 has the right to develop a discipline plan regarding discipline in their room. These classroom discipline plans will be posted in each room. These discipline plans are also submitted yearly to the administration.

DETENTIONS

Detentions may be assigned before, during lunch recess or after school at Principal's discretion. A student may receive a detention for various reasons and any member of the staff may issue a detention. Detentions are a form of punishment for inappropriate behavior. The issuer of the detention determines the period of time that the student shall remain after school, based on the classroom management plans of each staff member. In the event that a student commits such action considered by the Principal as being serious, a letter shall be forwarded to the parents in regard to these actions. No conference with the parents will be requested provided the Principal is satisfied with the student's attitude at the time. If the student commits a second act considered serious by the Principal, the parents and student will be requested to meet with the Principal. Failure to report for detention will result in further punishment. Students will generally be given one-day notice prior to serving the detention.

- Saturday detention is a three hour detention non Saturday mornings from 8:00 – 11:00 a.m.
- Saturday detentions will be held two times per month. Students will be required to attend the first available Saturday date after the offense. Saturday detentions must be served within 30 days.
 - Students must show up by 8:00 a.m. and have school work or a book to read. All school rules apply. If a student is a behavior issue, he/she may be scheduled for another Saturday detention.
 - Skipping a Saturday Detention
 - If a student skips a Saturday detention, they cannot participate in any extra-curricular and social activities until the detention is served.
 - If a student skips for a 2nd time, the student will automatically be disqualified from extra-curricular and social activities for 30 days starting from the date of the second skipped detention. They must still serve the original Saturday detention.
- If the same detention is skipped a 3rd time, the student will automatically be disqualified from extra-curricular and social activities for the remainder of the school year.

ALTERNATIVE PLACEMENT

Exclusion of a student from regular classes, recess and lunch room access due to multiple infractions or the severity of the infraction. Students will be placed in an alternative setting where they will be allowed to do their regular school work throughout the day. Students will be given credit for all work completed. However, if the student chooses to not do the assigned work, he/she will be given no credit for the work missed.

PROCEDURES FOR SUSPENSION

The Superintendent or Principal shall confer with the student who is under consideration

for suspension. The student shall be adequately advised of the reasons for the proposed suspension, and ask for his/her version of the incident that has risen to the proposed suspension. If the student denies his guilt he shall be advised as to the evidence upon which the suspension may be predicted. The student shall be given the opportunity to respond to the evidence.

When, in the professional opinion of the administration, the student may be removed from the school without following the pre-suspension procedure, in which case written or oral notification must be given with 48 hours requesting the student to attend a pre-suspension conference with that time if at all possible.

NOTIFICATION of SUSPENSION

1. If the pre-suspension conference results in a decision to suspend, the parents or guardians of the student shall be advised by mail of the decision as soon as possible.
2. The notice shall state the reasons for the suspension and the duration of the suspension.
3. The notice shall inform the parents or guardians of the student that they may request a review of such suspension and that their failure to request such a review within 5 days after receipt of the notice shall constitute a waiver of the right to such a review.
4. The request for review may be oral or in writing directed to the principal's office. In the event of an oral notification it shall be confirmed in writing by a letter to the parents or guardian.

Expulsion

Exclusion of a student from school or from riding the bus, by the Board of Education, for a period of time longer than ten (10) school days. Expulsion may be preceded by suspension.

Bullying Policy

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

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-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. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

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

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

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

Complaint Manager: Mr. Chris Moore, guidance counselor

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
 - d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - e. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
 - f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
 - g. 7:190, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
 - h. 7:310, *Restrictions on Publications*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

Sexual Harassment

Sexual harassment of students is prohibited. Sexual harassment is defined as follows: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual 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 building Principal. An allegation (charge) that one student was sexually harassed by another student shall be referred to the building Principal.

Weapons

A student who possesses, distributes, purchases, or sells an explosive, firearm, knife, or any other object that can reasonably be considered, or looks like a weapon, shall be expelled for a definite time period of at least one calendar year, but not more than 2 school years. The School Board, however, may modify the expulsion period on a case-by-case basis. The building Principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school.

Before receiving disciplinary action, the student shall be given the opportunity to deny or explain his or her conduct.

Physical restraint may be used when necessary to protect the student or other individuals and/or property from harm.

Classroom Responsibilities

Each teacher will be responsible for modeling appropriate behavior and for applying discipline procedures and consequences when necessary. Behavior expectations will be posted and made clear to students at the beginning of the year and will be reinforced throughout the year. While students will be dealt with on an individual basis, discipline procedures will be firm, fair, and consistent. When possible, natural and logical outcomes will be used.

1. Teacher will explain the rules for appropriate behavior and the consequences.
2. If a student does not follow the rules, the student will be accountable for his/her behavior.
3. The teacher will explain the rules for appropriate behavior again.
4. The teacher will help the student appreciate his/her success in following the behavior rules and guidelines.

Substitute Teachers

Substitute teachers are important guests at our school and are to be treated with respect and common courtesy. Our school is fortunate in having capable people to help us whenever our teachers are ill or are attending to other professional duties. Please remember that the impression made on our substitute teachers will be taken out to area communities when they leave. Students may receive consequences directly from the substitute teacher or the classroom teacher for situations that may occur.

Discipline procedures enforced by the classroom teacher may include any, or all, of the following:

School Personnel

1. Conference with the student
2. Conference with the parent
3. Detention, during school or after school or loss of privileges
4. Student writes behavior plan

School Wide Discipline

- **School personnel** includes all teachers, administrators, school board members, school bus drivers, and other school district employees, including cooks, secretaries, custodians, and aides.

DETENTION SYSTEM

- **Students may receive consequences from school personnel in the form of student conferences, written warnings, parent contact, detentions before school, after school or over lunch, office referrals, or other consequence deemed appropriate for the offense.**
- **Students may be assigned detentions to be served before or after school for not doing schoolwork, not following school personnel's directives, and misbehavior. Detentions will usually be served with the person who issued them and will be served within two (2) school days of when the detention has been assigned. NO EXCEPTIONS. Students will be expected to do school work, but may choose to do labor, during their detention time.**
- **The first five (5) infractions of any nature that merit a before or after school detention may be handled by the teacher with the consequence set by the teacher. Additional offenses that could merit a detention may be referred to the office at the school personnel's discretion.**
- **After two (2) detentions for the same offense from the same school personnel, the student may be sent to the office.**
- **If the behavior is dangerous, the student will be sent to the office.**

Appropriate, respectful, polite behavior is expected at school at all times and in all parts of the school.

Example behaviors that will not be tolerated:

- | | |
|--------|---|
| Step 1 | 1. Failure to report – not reporting to the assigned location when directed to do so by school personnel. |
| Step 1 | 2. Failure to serve – not serving assigned disciplinary consequences. |
| Step 1 | 3. Electronic devices – inappropriate use of cell phones or electronic devices. |
| Step 1 | 4. Insubordination (ex. arguing, talking back, refusal to cooperate, bus rules violation) |
| Step 1 | 5. Computer misuse – tampering with any school computer or program or violation of the District 203 Acceptable Use Policy |
| Step 1 | 6. Physical Contact – purposely shoving or hitting |
| Step 1 | 7. Academic Dishonesty/ Plagiarism/ Forgery - Academic Dishonesty on tests or assignments, copying papers or other projects, duplicating copyrighted materials, |

using translation software, forging a school document or a signature of a teacher, administrator or parent.

- Step 1 8. PDA (Public Displays of Affection) Any interaction that is deemed by staff as too intimate for a school setting.
- Step 2 9. Profanity/Vulgarity/ Public Indecency - Use of vulgar, repulsive, derogatory, profane, obscene, lewd or indecent language, gestures or clothing. Any interaction or behavior that is vulgar or lewd in nature.
- Step 3 10. Vandalism - Damage of any kind to materials or objects belonging to the school or other persons.
- Step 3 11. Fighting - Any physical confrontation that is aggressive in nature.
- Step 4 12. Disrespect/Disruption – Refusal to cooperate with school personal, display of rudeness, discourteous attitude and language toward others, throwing objects in class, physical or verbal threats. Causes a disturbance of the education environment either in or out of the classroom, a breakdown in the orderly process of instruction and / or school activities such as field trips, assemblies, or athletic events.
- Step 4 13. Tobacco Products/Lighters/Smoking/Chewing Tobacco – Use or possession of tobacco products or lighters on school grounds, buses, or at school/district sponsored events. The student would be given a Saturday Detention at the High School.
- Step 4 14. Pornography - Intentional viewing, display, distribution, or possession of sexually explicit or suggestive material in any form. The student would be given a Saturday Detention at the High School.
- Step 6 15. Sexual Harassment - Any sexual advance, request for sexual favors, or any conduct of a sexual nature that has the purpose or effect of interfering with an individual's school performance, or creates an intimidating, hostile, or ineffective learning/working climate. To annoy, beleaguer, bother, molest, persecute, or tease.
- Step 5/6 16. Possession of prohibited or illegal articles:
- Weapons/Non-explosives - Possession of any object which could be used with the intent to do harm or destruction, ammunition, or look-alike weapons.
 - Weapons/Fireworks/ Explosives/Chemical Devices - Possessing, setting off fireworks, any chemical device or any device or material that may explode on or adjacent to school grounds, buses, or at school
 - Controlled Substance - Use, possession, attempt to sell, purchase, or distribute, or be under the influence of any alcoholic substance, illicit drug or look-alike drug, prescription medication, or mind-altering substance. Possession of drug-related paraphernalia is prohibited

¹ This infraction carries with it automatic police notification and expulsion according to state law.

² Students guilty of this infraction will also have the police notified and will be brought up to the Board for possible expulsion.

17. Bullying/Cyber bullying - Can include physical violence, verbal taunts and attacks, name-calling, put-downs, or exclusion from a peer group.
18. Harassment - To annoy continually. Systematic attacks of others by an individual or group. It can include physical violence, attacks, verbal taunts, derogatory comments, racial slurs, stalking, name-calling, put-downs, or exclusion from the peer group.

Students will face the following consequences for the preceding actions: (If warranted, the Principal may skip steps due to the level of the incident/infraction)

- Step 1-** 30 minute detention (parent notification)
- Step 2-** Two - 30 minute detentions or recess detentions or a lunch/recess detention (60 minutes) (parent notification)
- Step 3-** Four - 30 minute detentions or 2 lunch/recess detentions (parent notification)
- Step 4-** Alternative Placement at school, number of days assigned by principal or at least 5 or more assigned lunch/recess detentions (parent notification)³
- Step 5-** Alternative Placement (number of days assigned by principal), and Saturday Detention (Served at High School).
- Step 6-** 1-3 day Out-of-School suspension, number of days assigned by principal (parent notification)³
- Step 7-** 4-10 day suspension (parent notification), Expulsion hearing with School Board – Multiple Suspensions could result in an expulsion.

³Alternative Placement/Out of School Suspension- Students committing acts of gross disobedience or misconduct may be suspended and or expelled from school. Any student who receives an alternative placement or out of school suspension may complete their class work while serving their alternative placement/suspension. However, the student will receive full credit for work that is turned in for the days that are missed due to the suspension. The work will need to be turned in the day the student returns to their regular schedule. If work is not completed on the day of the student returns they will not receive any credit for the work missed due to the suspension.

Reasons for Out of School Suspension (Step 6) (Must meet at least one):

1. Threat to the safety of the school or community
2. Disruption to other students' learning opportunities

Reasons for Out-of-School Suspension (Step 7) Must meet at least one):

1. Threat to the safety of the school or community
2. Substantially disrupts, impedes, or interferes with the operation of the school.

<u>Violations (Examples)</u>	Starting Step (or appropriate placement)
Tardiness at Principal discretion	
Bus Rules Violation	1
Playground Rules Violation	1
Profanity	2
Computer contract Violation	2
Acts that endanger the safety of others	3/4/5/6/7
Defacing personal or school property	3/4
Acts of insubordination/defiance	3/4
Fighting	3/4/5
Bullying/Threatening other students	4
Stealing personal or school property	4
Sexual Harassment – Verbal/Physical	4/5/6/7
Possession of a weapon	4/5/6/7

ORANGEVILLE CUSD #203 INTERNET/COMPUTER NETWORK POLICY

Internet access is available to students and teachers in the Orangeville CUSD #203. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. We are in compliance with Child Internet Protection Act (CIPA) to help in the prevention of cyber bullying, cyber stalking and access to My Space. Students involved with the above listed should immediately notify the high school principal if this occurs.

Internet Safety Instruction: SB 2512 requires school districts to provide yearly instruction on Internet safety. The school board shall determine the scope and duration of the unit of instruction and the instruction will be incorporated into the current courses of study regularly taught in the schools, and via assembly on internet safety.

The smooth operation of the computer network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided, so that you are aware of the computer network resources. A violation of any of these provisions will cause termination of your network account and future access could be denied. Your signature on the contract is legally binding and indicates that you have read the terms and conditions carefully and understand the significance.

TERMS AND CONDITIONS:

1. The Internet supports research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your network account must be in support of education and research, and consistent with the educational objectives of the Orangeville CUSD #203. Transmission of any material in violation of a Federal and/or State regulations is prohibited. This includes but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities by for-profit institutions is generally not acceptable. Use for product advertisement or political lobbying is also prohibited. Illegal activities are strictly prohibited.
2. The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Based upon the acceptable use guidelines outlined in the document, the system administrators will deem what is inappropriate use and advise the building principal, who will decide the appropriate consequences associated with the infraction. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff may request the system administrator to deny, revoke, or suspend specific user accounts.
3. You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - Be polite. Do not write or send abusive messages to others.
 - Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
 - Students cannot at any time access e-mail of any kind, unless given permission by the administration to use for specific educational purposes, i.e. IVHS.
 - Do not reveal your personal address or phone numbers of students or colleagues. Electronic mail (e-mail) is not guaranteed to be private. The System Administrator has access to all e-mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - Your use of the Internet should not disrupt the use of the network by other users (e.g. downloading huge files during prime time, and/or sending mass e-mail messages.)
 - All communications and information accessible via the network should be assumed to be property of Orangeville CUSD #203.

4. Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify an existing or potential security problem on the network you must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual's account. Do not give your password to any other individual. Attempts to login as any other user will result in cancellation of user privileges. Attempts to login as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with computer systems may be denied access to the network.

5. Vandalism will result in cancellation of privileges and restitution. Vandalism is defined as any malicious attempt to harm or destroy another user's data, the network, computers, or Internet. This includes, but is not limited to, the uploading or creation of computer viruses, damaging the hardware of a computer, keyboard, mouse, printer, LCD projector, monitor or any software.

6. All terms and conditions as stated in this document are applicable to the Orangeville CUSD #203. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Illinois, United States of America.

After reading the Internet/Computer Network Application for Account, terms and conditions, please read and fill out the appropriate portions of the following contract completely and legibly. The signature of a parent or guardian is also required. Please return the contract to your teacher. Any questions should be addressed to your teacher as well.

Orangeville Elementary School Handbook Signature Page

The handbook you have received has been constructed to assist you by answering questions in regard to the basic operating policies of the school district. All students are required to read and abide by the policies and procedures outlined. Your signature below attests to your commitment to abide by ALL policies and procedures outlined within the handbook.

Please check before returning:

_____ I have read and discussed the contents of this handbook.

_____ I have read the Behavioral Intervention Policy

_____ I have read the Internet Access Authorization

Parent Signature _____ **Date**

Child's Signature _____ **Date**

STUDENT CONTRACT AGREEMENT and APPLICATION FOR ORANGEVILLE CUSD #203 INTERNET/COMPUTER NETWORK ACCOUNT

Parent or Guardian (If the applicant is under the age of 18 a parent or guardian must also read and sign the agreement.)

AUTHORIZATION AGREEMENT FOR INTERNET ACCESS

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

Student Signature/Date

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

(Please Print) Parent/Guardian Name

Parent/Guardian Signature/Date

A Note From the Nurse's Office



Vision & Hearing Screening

Throughout the school year students in Preschool, Kindergarten, First Grade, Second Grade and Third Grade will be given vision and hearing tests as well as special education students, new students and teacher referrals. As time and schedule permit, students in other grades may also be included in the screenings. The purpose of the screening is to identify those students who may have a vision or hearing problem. If your child is found to have a problem, you will be notified and they will need to be seen by their doctor or eye specialist for further evaluation. For questions or concerns contact the school nurse.

Eye Examination

Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

Fluoride Treatment

A fluoride swish treatment is available to students in grades 1 through 6. The application is painless as the liquid is swished in the mouth by the child under the supervision of their teacher. Fluoride treatments will not completely eliminate tooth decay. This fluoride procedure and the fluoride treatments provided by your dentist will increase the fluoride content in the enamel of teeth and will make them less susceptible to tooth decay. This is entirely optional. The fee for your child to receive the fluoride swish for the 2016 – 2017 school year is **\$3.00**.