

# **PALESTINE GRADE SCHOOL**

## **HOME OF THE PIONEERS**

Jessica Sisil, Principal

# **STUDENT HANDBOOK 2024-2025**

205 S. Washington Street

Palestine, Illinois 62451

619-586- 2711

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## **PALESTINE C.U.S.D. #3 BOARD OF EDUCATION**

Susan Hawkins, President

Tara Vennard

Tyler Inboden

Donald Wagoner

J. Corie Biggs, Vice-President

Lori Elder

Damien Tingley

## **THE SCHOOL BOARD HAS HIRED THE FOLLOWING ADMINISTRATIVE STAFF TO OPERATE THE SCHOOL**

Jessica Sisil, Grade School Principal

Jessica Will, Guidance Counselor

Lauren Keesling, Mental Health Counselor

Ronelle Linneweber, Special Education Coordinator

Travis Blank, Athletic Director

## **THE MISSION OF PALESTINE GRADE SCHOOL**

Palestine Grade School strives to prepare each student to be a successful citizen and worker in the 21<sup>st</sup> century by educating every child to read with comprehension, write clearly, compute accurately, and to think, reason, and use information to solve problems. This will be accomplished while demonstrating and teaching integrity, self-reliance, and strength of character.

## **THE VISION OF PALESTINE GRADE SCHOOL**

The vision of Palestine Grade School is to create a caring community where students are educated and prepared for a successful future.

## **CHARACTER EDUCATION PLEDGE**

“We the students of Palestine Grade School, pledge our loyalty to the six pillars of character. We pledge to be fair, trustworthy, responsible, and caring. We pledge to be productive citizens within our community and school. We further pledge to be respectful to all school staff and students. We will try our best to make tomorrow’s dreams become realities. We will make tomorrow better than today.  
We will try our best to reach our highest potential.

## **EXTRACURRICULAR FIGHT SONG**

*Hail Palestine Grade School,  
best in the land!  
We love and honor you  
and for you we will stand!  
Ra! Ra! Ra!  
Colors are blue and white...  
ever shall be!  
Leading our team right on to vic-tor-y!*

## **A MESSAGE TO PARENTS**

It is extremely important for all parents and students to be aware of the rules, regulations, and provisions of the Palestine Grade School Handbook. Understanding and awareness of these guidelines will help the student to better achieve success at school. We at Palestine Grade School are trying to take a proactive approach to educating our students and being involved in their well-being. To that end, we would appreciate any constructive involvement and support that you can provide to us. We want to provide the best educational atmosphere and learning environment that we can, while at the same time giving the students a sound education.

Please be advised that this handbook is not all inclusive in that it cannot possibly address all the possible scenarios that may arise and still be a convenient and understandable guide for students and parents. The board of education does not intend to limit its ability nor the ability of its administrators or faculty to respond to situations that are not specifically addressed herein.

Please read this handbook with your child, complete the enclosed verification sheet and have your child return it to his/her classroom teacher. If you have any questions regarding this handbook, please contact the Grade School office at 586-2711. Thank you for your support and cooperation.

## **THE PRINCIPAL**

The Principal of Palestine Grade School is appointed by the Superintendent and the Board of Education to be responsible for organizing and administering all phases of the school program. This responsibility includes such things as school discipline, student attendance, health problems, textbooks, lockers, curriculum improvement, class scheduling, building maintenance, and extracurricular activities. The Principal’s position is chiefly administrative, yet he/she is willing to talk to students at any time.

## VISITORS

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag on their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespassing and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.
17. Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

## **ANIMALS ON SCHOOL PROPERTY**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

## **SCHOOL VOLUNTEERS**

All school volunteers must complete the “Volunteer Information Form” and be approved by the building principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

## **EQUAL EDUCATIONAL OPPORTUNITIES AND SEX EQUITY**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the building principal.

## **TREATS AND SNACKS**

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

## **VIDEO AND AUDIO MONITORING SYSTEMS**

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

## **ACCOMMODATING INDIVIDUALS WITH DISABILITIES**

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

## **ABSENCE AND ATTENDANCE**

Regular and punctual attendance of each student at Palestine Grade School is of utmost importance in order that they may develop their abilities to the fullest. However, there are times when, in the judgment of the parents, the child should remain at home. This could include illness, family funerals, etc. In cases of vacations or out of town trips, parents should notify the office and teacher at least one week in advance and also make arrangements with teachers regarding work which will be missed. Those assignments are due the first day back from the extended absence. Students who leave school because of medical or dental appointments must present a written excuse from his/her parent or guardian asking permission to be excused. Students being picked up for appointments or returning must check in at the office. Persons picking up students also need to check in at the office to allow us to keep accurate records of students' attendance.

**Absence** – Call the Grade School Office – Any student who is absent from school should have a parent or guardian call 586-2711 between 8:00 a.m. and 9:00 a.m. the morning of the absence, and state the reason for the absence. Public Act 84-178 requires public schools for grades Kindergarten through 8<sup>th</sup> grades to notify a parent or legal guardian of an absence by telephone within two hours after the first class in which the child is enrolled. It requires the parent or legal guardian to provide at least one, but not more than two telephone numbers to the school, and also requires the school to advise the parent or legal guardian of their responsibility to authorize any absence by their child and to notify the school in advance of such.

All students returning to school after being absent must present a written excuse signed by a parent or guardian to the office for grades 6-7-8 and to the teachers for grades K-5. Parents may be called and asked to bring the excuse if the student fails to bring it. The office will issue an admittance slip signed by the principal for grades 6, 7, and 8. Teachers will not admit students to class without this admittance slip. These slips must be returned to the office by the end of the school day. If a student is absent from school due to illness, he or she cannot attend any grade or high school activities that evening. If a student misses five or more consecutive days of school due to illness, a doctor's note will be required for the absence to be considered excused. In addition, if a student is absent a total of five days or more in any given quarter, a doctor's note will be required for the absence to be considered excused.

**Tardiness** to class will be handled by the teacher of that class. If a student is tardy more than three times, he/she will be referred to the office. A student arriving after the 8:00 attendance bell will also be considered tardy. After 3 unexcused times of being tardy (late to school) a detention will be issued.

**Truancy** – Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- *Referral to the truancy officer*
- *Reporting to officials under the Juvenile Court Act*
- *Referral to the State’s Attorney*
- *Appropriate school discipline*

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

**Assignment requests** due to illness should be asked for only if the student will be absent for more than one day. These requests should be placed before 8:15 and will not be available for pick up until after 3:20 p.m. to allow the teachers (Junior High) to have time to gather the materials together for the student. If assignments are picked up by the parent/guardian, then the work should be made up by the next day in attendance.

## **BOOKS, FEES, MATERIALS**

Annually, the Board of Education establishes the book fees for Palestine Grade School. A yearly rental is calculated on each textbook based on one-third (1/3) of the actual cost of the book.

Students are required to pay for lost books as follows:

New Book.....	3 x rental charges
Good Book.....	2 x rental charges
Fair Book.....	1 x rental charges
Poor Book.....	\$1.50

A student is issued another textbook after paying for the lost book.

Only locks issued through the high school office are to be used on your locker. Lost padlocks will result in a \$7.00 replacement fee. The school is not responsible for items taken from lockers that have not been locked.

Students are required to pay for the lost/damaged chromebook, case, charger:

Newly issued Chromebook.....	Call school for replacement fee
Used from previous year Chromebook.....	½ of newly issued Chromebook fee
Chromebook Carrying Case.....	\$22
Chromebook Power Charger.....	\$35

## EMERGENCY DAYS

Emergency early dismissal days and school cancellation days will be announced on the local radio station – WTAY-WTYE 101.7 and 1570 AM. Listen to the radio for information when the conditions are questionable. In addition closings will be posted on the district’s Facebook page. As always, PLEASE make sure your child is aware of the proper place he/she is to go or what he/she is to do in the event of an early dismissal due to unforeseen events. If your child is not sure, tell him/her to come to the office for help.

## REPORT CARD AND MID-TERM REPORTS

Report cards are sent out at the end of each nine weeks as a means of informing parents of the student’s progress in school. These students will receive letter grades (A, B, C, D, F) in all subject areas. The grading scale is as follows:

100 = A+	89-88 = B+	79-78 = C+	69-68 = D+	
99-92 = A	87-82 = B	77-72 = C	67-62 = D	
91-90 = A-	81-80 = B-	71-70 = C-	61-60 = D-	59 and below = F

Progress reports are sent out at the middle of each quarter to those students who are doing unsatisfactory work, or who are not working to ability. Teachers are encouraged to send reports to all students.

However, parents should not wait for report cards to check on their son’s or daughter’s progress. They should check frequently with them and should feel free to visit the school at any time to confer with the teacher. A phone call to the office will help secure a time convenient to the teacher so as not to disrupt class work. Student’s grades may be accessed by using [teacherease.com](http://teacherease.com). Parents who have a working email address may receive a login and password from the school office to check on their student’s progress by using their computer, smartphone, or tablet.

## RETENTION

The following criteria will be followed:

1. Reading level (below grade level)
2. Math (below grade level)
3. Language Arts (phonics, spelling, writing)
4. Science
5. Social Studies
6. Attendance
7. Emotional factors
8. Teacher’s Evaluation

If a student is deficient in two or more of the above, the school will consider retention and if he/she is deficient in four or more areas, they will be retained.

If a student in the sixth, seventh, or eighth grade fails three or more subjects, he/she will be retained.

## HONOR ROLL

In order to encourage and reward academic achievement, Palestine Grade School will compile and publish a listing of all students attaining a high scholarship record.

The following letter grades and their numerical equivalents are to be used:

A=12, A-=11, B+=10, B=9, B-=8, C+=7, C=6, C-=5, D+=4, D=3, D-=2, F=1

Averages for honor roll will be computed on the above numerical grade equivalents. For high honors a student must have an A- or 11 point average or higher. Students eligible for honors will have an average of at least 9.75 and less than 11. Students eligible for achievement honors will have an average of at least 9.00 and less than 9.75. Honor roll averages will be calculated on **core subjects only**. Students must have a passing grade in all courses to be on the honor roll.

## LUNCH

A complete Type A lunch is provided for students. This consists of a combination of hot and cold foods prepared to meet one-half the minimum daily requirements as set forth under the National School Lunch Act. Students are urged – but not required – to eat a hot lunch. If desired, a sack lunch may be brought and eaten in the cafeteria. These students are allowed to purchase milk. Students will NOT be allowed to charge only for milk during breakfast and/or lunch. Table manners acceptable in any public cafeteria are to be exercised in the cafeteria. If your student brings his/her lunch, pack only foods that will not require refrigeration. Do not send any kind of carbonated beverages.

Students who pay reduced or full price for meals are allowed to charge up to \$30.00 only. Parents will be contacted about the negative balance by email if possible and through printed notices and/or phone calls. A repayment plan may be established to fit the needs of your household. Please contact Mrs. Jessica Sisil, Principal, at (618) 586-2711 for more information. Free and reduced lunch forms are available throughout the year if a family's income changes. Please discuss specific situations with the principal.

### CAFETERIA RULES

Parents and guardians are asked to give a 1-day notice if you wish to eat school lunch with your children. A 3-day notice is required if planning on joining us for a holiday meal.

Expectations during lunch should be the same as in a classroom; noise levels should remain at a minimum, be kind to each other, keep your hands to yourself, raise your hand if you need something, and pick up after yourself. Pick up everything you need as you go through the serving line. The sharing station is for use beyond the normally served plate. Shared food may be obtained at the discretion of the classroom teacher per period.

## PHYSICAL EDUCATION

The physical education program contributes to the total growth and development of the student through physical activities. Effort is made to give students the maximum amount of physical exercise the facilities permit. Grades shall be given in physical education as they are in other courses of study. Each student must meet certain requirements before he/she will be given credit for that portion of the program. Basis for a grade are: performance and improvement of skills and physical fitness; amount of effort channeled in the direction of performance and improvement of skills; knowledge of rules, general performance strategy and competition; class welfare, health and safety practices. All P.E. classes in the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades will participate in the President's Physical Fitness Program in the spring for national award. **Students will not be allowed to participate in extracurricular events the evening that he or she fails to dress for P.E.**



## **INSURANCE**

Accident insurance at a minimum cost is offered for any student who desires this coverage. All students participating in the interscholastic athletic program and/or cheerleading are required to carry school insurance or provide a written statement of other insurance coverage.

This plan of insurance is offered as a service. Neither the school, nor anyone connected with the school, will receive a profit from the fees paid. Accidents should be reported immediately to the nurse, so that an accident can be properly processed.

It is the duty of the student (or parent) to contact the school nurse, if an insurance form is desired. This should be done as soon as possible, since there is a deadline to meet to get the completed form into the insurance company.

## **LOCKERS AND TEXTBOOKS**

Sixth, seventh, and eighth grade students are furnished lockers and must assume full responsibility for their property. To protect their interest, students should use only the locker assigned to them and immediately upon finding lockers that are defective, report the same to the principal's office so that repairs can be made or a new locker assigned. Lockers should be kept neat and clean as periodic locker checks are called during the school year. Lockers are the property of the school and we have the right to search them without cause at any time. Locks will only be issued to students upon their request. Lost or defective locks will cost \$5.00 each. The school is not responsible for books, jewelry, or other items that are left lying in the gym or other areas that are not secured. Students are responsible for any personal item brought to school. Label all items with the child's name or identification purposes. The school cannot assume responsibility for lost or stolen personal items. Book bags are not allowed in the classrooms.

Parents requesting extra textbooks for home use will be required to pay an extra book rental fee.

## **TELEPHONE**

The telephones in the school are business phones. Students will not be called to the telephone during the school day except in an emergency. Phone calls that are directly associated with the conducting of school business will be made on the school phone. Phone calls are not to be made by students unless it is an emergency or an absolute necessity.

**Class and Club phone calls:** Long distance calls made for classes or clubs will be charged to an individual and then the class or club will reimburse them.

## **SCHOOL NURSE**

The nurse will be on duty as determined by the Board of Education. The nurse will be available for consultation on health problems, fill out insurance forms, etc. If excessive absences arise in any family and are attributed to illness, a home visit by the nurse may be made. He/she will be available at times by appointment through the grade school office. If the nurse is not available, the student should report to the principal's office.

When it is necessary for a student to take medication during the school day, a note from the doctor or parent must be turned in to the nurse. This note should indicate any special instructions that may be necessary.

Each student during the year will receive a vision and hearing test. At the beginning and end of the school year each student will be weighed and measured by the school nurse.

The nurse will check to see that all kindergarten, sixth grade, and all new students have their physical and dental examinations according to the state requirements for the school year. He/she will give the list to the principal of those not meeting this requirement.

The school nurse has authorization to share student medical information with teachers and other school staff as needed to help promote student health and safety at school.

## **SUICIDE AND DEPRESSION AWARENESS AND PREVENTION**

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

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

## **CONTAGIOUS DISEASES**

Any student who has a contagious disease, parasitic or other condition detrimental to the health, hygiene, or welfare of other students will be excluded from school until such time as school officials consider the condition free of contagion. Certain contagious diseases will require the exclusion of all family members from the school environment in accordance with the State Board of health guidelines. A medical doctor's written and signed notice of freedom from contagion will be necessary, but the school officials will be the deciding factor.

## **MEDICATION PROCEDURE**

For the health and safety of the students the following procedure applies to all students:

1. All long term prescription medications must be accompanied with a written form from the child's physician stating the following:
  - a. Name of the child
  - b. Name of the medication
  - c. Condition of the child-reason for receiving medication
  - d. Dosage to be given
  - e. Time medication is to be given during the school hours
  - f. Duration of time the medication will be given
  - g. Signature of both physician and parent/guardian

Long term medication is medicine that will be given on a daily basis for a period of longer than ten school days. When a medication dosage or type is changed a new form must accompany the new long term medication. Phone calls or written notes from the parent/guardian will not be accepted unless stated on the original medication form by the physician. Forms for prescription medication will be provided at registration and throughout the school year at the parent/guardian request.

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.

Prescription medication of short duration, i.e.: antihistamines, antibiotics, analgesics, etc. will be accepted if sent in its original container only. Short term prescription medication is any prescription medicine that will be given during school hours for a period of not more than ten consecutive school days. A written form from the physician need not accompany it. A simple note from the parent/guardian with any special instructions, and the reason for the short term medication is expected.

It is the parent/guardian's responsibility to pick up all unused medication from the nurse's office at the end of the school year. Any medication not retrieved by the parent/guardian thirty days after the close of school will be destroyed.

## **SCHOOL HEALTH INFORMATION**

### **With illness being a part of childhood, please follow these guidelines:**

1. **Be reachable:** Make sure the school has all phone numbers in case of emergency or illness.
2. **Share health information:** If your child has a chronic condition, please make an appointment with the school nurse to discuss any problems, health history, and physician orders.
3. **Signs of sickness:** Your child should stay home if fever is present, 100.4 degrees or higher. Children should be fever free for 24 hours before returning to school.

### **Students with Food Allergies:**

Students with Food Allergies State Law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal states, state states, federal regulations and state rules.

If your student has a life-threatening allergy or a life-threatening chronic illness, please notify the school nurse at 618-586-2711.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means. Cross Reference: PRESS 7:285, *Food Allergy Management Program*

### **FOOD ALLERGY MANAGEMENT PROGRAM**

School attendance may increase a student's risk of exposure to allergens that could trigger a food-allergic reaction. A food allergy is an adverse reaction to a food protein mediated by the immune system which immediately reacts causing the release of histamine and other inflammatory chemicals and mediators. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among students' families, staff members, and students help the District reduce these risks and provide accommodations and proper treatment for allergic reactions.

### **IDENTIFYING STUDENTS WITH FOOD ALLERGIES**

**A.** Request for Allergy Information: In order to effectively plan for and manage student allergy risks at school, parents/guardians are asked to promptly notify the school upon their child being diagnosed with a food allergy or of their suspicions of a food allergy or other life threatening allergy. At least annually at the beginning of each school year, the school nurse shall request parents/guardians to report information about their child's known or suspected food allergies.

**B. Parent Submissions:** When a parent/guardian reports that their child has a diagnosed food allergy or other life threatening allergy, the school shall request the parent/guardian to provide the following:

- (1) Written authorization to obtain detailed medical information on the child's condition from the physician;
- (2) Written consent to administer or self-administer medications during the school day, as applicable in accordance with the Board's Medication Administration Policy;
- (3) An Emergency Action Plan and Treatment Authorization completed and signed by their child's licensed health care provider and signed by the parent;
- (4) Any medications necessary to prevent or treat allergic reactions along with relevant prescription and dosage information. Replace medications after use or expiration;
- (5) A descriptions of the student's past allergic reactions, including triggers and warning signs;
- (6) Current emergency contact information and prompt notice of any updates.

**C. Suspected Allergies:** In the event the School Nurse or other principal-designated school personnel suspect that a student has a food allergy or other life threatening allergy, the school shall provide the parent with written or verbal notification and request for the student to be evaluated by a physician.

**D. Non-Cooperation:** If the parent/guardian of a student with a known or suspected food allergy or other life threatening allergy fails or refuses to cooperate with the school for an evaluation or implementation of an appropriate 504 Plan or any documentation required to offer a 504 Plan, the school shall implement a simple Emergency Action Plan (EAP) stating to call 911 immediately upon recognition of symptoms.

#### **PREVENTING EXPOSURE TO KNOWN ALLERGENS**

**A. School-Wide Evaluation:** Based on food allergy information provided by parents/guardians, the school shall annually, at the beginning of each school year, identify common food allergens (i.e. peanut, milk, egg, etc.) that require school-wide management and risk reduction.

**B. Multi-Disciplinary Team:** The principal or principal designee shall assemble a multi-disciplinary team to undertake school-wide allergen risk prevention and the management of the individual health needs of the students with food allergies or other life threatening allergies. The multi-disciplinary team may include teachers, classroom assistants, food service staff, coaches, transportation staff, school health professionals, custodial staff, student aides and the parent(s)/guardian(s) of the student with a food allergy. The team shall utilize best practices outlined in the Guidelines for Managing Life-Threatening Food Allergies in Illinois Schools to identify measures that will promote the prevention of exposure to allergens, promote a familiarity with the signs and symptoms of an allergic reaction and a familiarity with the emergency response plan for each student with a life threatening allergy, including but not limited to emergency medications.

**C. School-Wide Exposure Prevention Measures:** The classroom(s) and common areas such as art room, music room, etc., where the students are educated will be safe for the students with food allergies. All food served in the student's classroom(s) will be free of the student's allergen. For example, if a student is allergic to peanuts, their classroom will be a peanut-free room.

Prior to serving food to a student with food allergies, teachers will read food labels to verify it does not contain the ingredient to which the student is allergic and check for advisory warnings. When developmentally appropriate, the student may verify food labels also.

Unlabeled or unpackaged foods should never be given to a student with an identified food allergy.

If a teacher has a student in his/her classroom with a known food allergy, a letter shall be sent home to the parents of the other students indicating the food allergen. The letter shall indicate that their classroom is to be free of the specific food allergen(s).

This policy places restrictions on food consumed in the classroom(s) of students with food allergies but the cafeteria is not restricted. However, students are not permitted to trade or exchange food items.

**D. Classroom Prevention Measures:**

- Home-baked food will no longer be served in any student classroom.
- Commercially prepared food items brought in for classroom parties, birthday treats, class snack time, etc. must be pre-packaged and an ingredient list must be provided.
- Food containers that originally contained the student's allergens (or had advisory warnings) will not be reused for projects.

**EMERGENCY RESPONSE**

The student's emergency medication, epinephrine auto-injector (Epipen), antihistamine, asthma inhaler, etc. and a copy of the Food Allergy & Anaphylaxis Emergency Care Plan will be kept in a secure but unlocked location. The location will be determined by the parent(s) of the student with a food allergy, the school nurse, and the student's teacher.

When developmentally appropriate and approved by the parent, the student may self-carry their own medications and plan.

For off-campus activities, such as field trips, it is recommended that a parent of the allergic student (or their designee) attend as a chaperone and carry the student's emergency medication and plan.

In the event emergency response measures outlined in a student's plan are undertaken but not effective, 911 will be called. If epinephrine is injected in response to an allergic reaction, 911 will be called.

**TRAINING**

At minimum, at least every two (2) years school personnel who work with pupils shall complete an in-service training program on the management and prevention of allergic reactions by students including training related to the administration of medication with an auto-injector.

A licensed, registered professional nurse is responsible for providing and the supervision of the training which shall include a training evaluation. Documentation of the training competency assessment should be provided to the school demonstrating that the employee was adequately trained.

**BULLYING**

Bullying, intimidation or harassment of students with food allergies or other life threatening allergy is not acceptable in any form and will not be tolerated in school or any school-related activity. Schools shall discipline students who engage in this behavior to the fullest extent permitted under the Board's Student Code of Conduct. *LEGAL REF.: 105 ILCS 5/2-3.149 AND 5/10-22.39 Guidelines for Managing Life-Threatening Food Allergies in Schools (Guidelines), jointly published by the State Board of Education and Ill. Dept. of Public Health*

**CARE OF STUDENTS WITH DIABETES**

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

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.

- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

### **PREVENTION OF ANAPHYLAXIS**

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

## **STUDENTS-HEALTH EXAMINATIONS, IMMUNIZATIONS, AND SCHOOL PHYSICALS**

The Illinois School Code requires physical exams of all students entering kindergarten, (or the first grade if they did not attend Kindergarten,) 6<sup>th</sup> and 9<sup>th</sup> grade, and all other students entering Palestine Grade School for the first time unless such students have been previously examined in accordance with this law prior to, or upon entrance into another public, private, or parochial school in Illinois, and can present evidence of such examination to the local school. Tdap immunization is required for students entering 6<sup>th</sup> and 9<sup>th</sup> grade. Additional health examinations of students may be required when deemed necessary by the school authorities. In addition to the physical examinations, every child, prior to or upon entering Kindergarten or first grade, and every student first entering any public, private, or parochial school in Illinois, shall be immunized against measles, rubella, tetanus, diphtheria, poliomyelitis, and pertussis. The Department of Public Health does require immunization or booster immunization against any one or more of these diseases for students entering the fifth and ninth grades. The examinations shall be made by persons licensed to practice in Illinois who are employed for that purpose by the parents or guardians of the children examined; licensed physicians for physical examinations; licensed dentists for dental examinations; and licensed physicians or licensed optometrists for vision examinations. Examinations are due either at the time of registration or the first day of school. New students entering the district must provide proof of having received the state-mandated physical or that student will be given a physical form and will be given a period of not more than four (4) weeks to complete the physical and return it to the school. Students will not be admitted to school until these requirements are met. All students who participate in interscholastic sports and cheerleading must have an annual sports physical. However, sports physicals do not replace a school state-mandated physical.

### **Exemptions:**

A student will be exempted from the above requirements for:

1. Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Cross Reference: PRESS 7:100, *Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students*

## **PEDICULOSIS (HEAD LICE) PROCEDURE**

Periodic checks for head lice will be done on an as-needed basis for control and containment of active head lice. Any child showing evidence of nits (eggs) on the hair shaft or evidence of live lice on the scalp will have their parent/guardian notified and asked to promptly address the problem or the problem may be addressed by the school nurse with parental permission and/or assistance. Any child with a severe infestation of head lice will be discouraged from close contact with other children.

## **SCHOOL WELLNESS**

### **Nutrition Standards for Foods**

*A Guide to Smart Snacks in School\**

#### **Any food sold in schools must:**

1. Be a grain product that contains 50 percent or more whole grains by weight (have whole grain as the first ingredient) or:
  - a. Have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food; or
  - b. Be a combination food that contains at least ¼ cup of fruit and/or vegetable; and
  - c. The food must meet the nutrient standards for calories, sodium, sugar, and fats:

<b>Nutrient</b>	<b>Snack</b>	<b>Entree</b>
<b>Calories</b>	200 calories or less	350 calories or less
<b>Sodium</b>	200 mg or less	480 mg or less
<b>Total Fat</b>	35% of calories or less	35% of calories or less
<b>Saturated Fat</b>	Less than 10% of calories	Less than 10% of calories
<b>Trans Fat</b>	0 g	0 g
<b>Sugar</b>	35% by weight or less	35% by weight or less

### **Smart Snacks Standards Exemptions**

The Smart Snacks Standards reflect practical and flexible solutions for healthy eating. A few foods or combinations of foods are exempt from certain nutrient standards. Refer to the information below for examples of these exemptions. For additional information, refer to the Smart Snacks Summary Chart at [http://www.fns.usda.gov/sites/default/files/allfoods\\_summarychart.pdf](http://www.fns.usda.gov/sites/default/files/allfoods_summarychart.pdf).

<b>Food</b>	<b>Smart Snacks Standards Exemptions</b>
<ul style="list-style-type: none"> <li>· Fresh and frozen fruits and vegetables, with no added ingredients</li> <li>· Canned fruits packed in 100% juice or light syrup, with no added ingredients except water</li> <li>· Canned vegetables (no salt added/low sodium), with no added fats</li> </ul>	Exempt from all nutrient standards

<ul style="list-style-type: none"> <li>· Reduced-fat cheese (including part-skim mozzarella)</li> <li>· Nuts, seeds, or nut/seed butters</li> <li>· Apples with reduced-fat cheese**</li> <li>· Celery with peanut butter (and unsweetened raisins)**</li> <li>· Whole eggs with no added fat</li> </ul>	Exempt from the total fat and saturated fat standards, but must meet all other nutrient standards
<ul style="list-style-type: none"> <li>· Seafood with no added fat (e.g., canned tuna packed in water)</li> </ul>	Exempt from the total fat and saturated fat standards, but must meet all other nutrient standards
<ul style="list-style-type: none"> <li>· Dried fruits with no added sugars</li> <li>· Dried cranberries, tart cherries, or blueberries, sweetened only for processing and/or palatability, with no added fats</li> </ul>	Exempt from the sugar standards, but must meet all other nutrient standards
<ul style="list-style-type: none"> <li>· Trail mix of only dried fruits and nuts and/or seeds, with no added sugars or fats</li> </ul>	Exempt from the total fat, saturated fat, and sugar standards, but must meet all other nutrient standards

### **Smart Snacks Standards for Beverages**

#### **All schools may sell**

- Plain water (with or without carbonation)
- Unflavored low-fat, unflavored fat-free, or flavored fat-free milk
- Milk alternatives as permitted by the National School Lunch Program/School Breakfast Program
- 100% fruit or vegetable juice, with or without carbonation
- 100% fruit or vegetable juice diluted with water, with or without carbonation and with no added sweeteners

**Elementary schools may sell up to 8-ounce portions, while middle schools and high schools may sell up to 12-ounce portions of milk and juice. There is no portion size limit for plain water.**

\*The above *Nutrition Standards* are criteria for sales/service of a la cart and/or vended items from the *Alliance for a Healthier Generation*. Please be aware that these criteria are only meant to apply to individually sold foods and that foods sold as part of a reimbursable school meal may not necessarily meet these criteria although menus meet the nutrition standards set by the U.S. Department of Agriculture for school meals. Local policy makers may wish to modify the standards but should be aware that may make schools ineligible to meet the criteria for the *Healthier US Schools Challenge*.

\*\*Paired exemptions are always required to meet the calorie and sodium limits for Smart Snacks.

### **Food Sharing Plan**

#### **Non-Food Celebration and Reward Ideas**

##### **Choose a Prize**

- Pencils or erasers
- Stickers
- Books
- Enter a drawing for a raffle or bigger prize
- Earn tokens or points towards a prize

##### **Get Moving**

- Lead a special physical activity break



- Host a special event such as a dance or kite-flying party
- Provide extra recess or PE time
- Turn on the music and let students dance for a few minutes
- Have a themed parade around your school
- Give students the opportunity to lead an activity

### **Shake up Your Routine**

- Let a student choose a special activity or be a teacher's helper
- Allow student to select a special book or invite a guest to read aloud
- Go on a scavenger hunt
- Host a special dress day where students can wear hats or pajamas
- Provide a few extra minutes of free time
- Let the student go first for an activity
- Give a "no homework" pass

### **Show Recognition**

- Give a certificate or ribbon
- Post a sign in the classroom or on a prominent bulletin board
- Give a shout-out in the morning announcements
- For birthdays, allow child to wear a crown or special sash
- Call or send a letter home to a parent

### **Healthy Snack and Beverages Ideas for School Functions\***

**The Alliance for a Healthier Generation provides a list on their website of approved snacks as well as a Smart Snacks Calculator. Please use these tools for reference if you have questions.**

<https://foodplanner.healthiergeneration.org/products>

<https://foodplanner.healthiergeneration.org/calculator>

### **Beverages**

- Water
- 100% fruit juice with no added sugar
- Fat-free or low fat milk
- Fruit smoothies (made with frozen fruit with no added sugar and fat-free or low fat yogurt)
- 100% fruit juice slushies with no added sugar
- Silly water-- add fruit and herbs to plain water for fruit-infused blend

### **Fruits & Veggies**

- Fresh fruit—trays, salads, or kabobs
- Fresh vegetables—trays salads, or kabobs
- Canned fruit or fruit cups (in water, 100% fruit juice, or light syrup)
- Frozen fruit or fruit cups (in water, 100% fruit juice or light syrup)
- Frosty fruits—freeze your own fruit (frozen grapes make a great summer treat!)
- Dried fruit with no added sugar

### **Whole Grains**

- Whole grain crackers, pretzels or cereal bars
- Small whole grain bagels or waffles or pancakes topped with fruit or nut or seed butter
- Low-fat or air-popped popcorn (no added butter or salt)

- Graham crackers
- Baked whole grain tortilla chips with salsa or bean dip
- Pizza (on whole grain crust with low fat cheese and lean protein or vegetable toppings)
- Baked chips (small portions)

### **Proteins**

- Fat-free or low fat yogurt (serve alone or as dip for fruits or veggies)
- Yogurt parfaits (fat-free or low fat yogurt, fruit and whole grain cereal or granola as topping)
- Nut or seed butter (serve with fruit or whole grain crackers)
- Nuts or seeds
- Trail mix made of nuts or seeds and dried fruit with no added sugar
- Low-fat cheese (serve with fruit or whole grain crackers)
- Hummus (serve with vegetables or whole grain crackers)
- Nut or seed butter and jelly sandwiches on whole grain bread
- Roll-ups on whole grain tortillas (fill with a lean protein such as ham or turkey, low fat cheese, hummus, nut or seed butter and jelly or vegetables)
- Bean quesadillas or burritos made with whole grain tortillas with salsa

\*Check ingredient statements and nutrition information to ensure items meet the USDA Smart Snacks in School nutrition standards. Ensure food allergies of any participants are known before serving any food item.

### **Alternative Ways to Discipline Students**

- Take away student's favorite activity outside during recess. Examples are:
  - No balls
  - No swings
  - No slides
- Have student walk around the perimeter of the playground during recess. If student is non-cooperative, staff should walk with student, when available.
- If recess is inside, have student walk laps around the gym
- Dismiss student last from lunchroom for recess
- Have student sit at a table by his/herself in the cafeteria while eating

## **WITHDRAWAL-TRANSFERRAL PROCEDURE**

Those students withdrawing from Palestine Grade School must report to the office to receive a clearance before they plan to transfer. Each teacher must be contacted, books returned, and fines paid before clearance can be given. After having completed this and returned to the office, a partial refund of the rental fee may be received if withdrawal occurs during the first two quarters.

## **SCHOOL CONDUCT POLICIES CODE OF CONDUCT**

Good discipline creates conditions favorable for efficient learning. Its ultimate purpose is the creation of mature, responsible, and self-controlled individuals. The Board of Education and the administration have established policies and regulations to achieve this goal. The principal and the teachers are responsible for and have the authority to enforce rules and regulations in the school buildings.

## **SCHOOL CODE OF ILLINOIS, SECTION 24.24 MAINTENANCE OF DISCIPLINE**

“Teachers and other certificated employees shall maintain discipline in the schools. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relation of parents and guardians to the students. This relationship shall extend to all activities connected with the school program, and may be exercised at any time for the safety and supervision of the students in absence of their parents or guardians.”

### **DRESS CODE**

Proper dress and grooming are the responsibility of the student and his/her parents. Parents are expected to encourage good taste in the clothing of their children. The way a student dresses reflects his/her attitude toward school and class work. Any type of dress or apparel which is disruptive or unhealthful will not be tolerated. It is mandatory that shoes or sandals be worn for reasons of safety, sanitation, and health. Long or thick coats will not be allowed in the classroom areas for safety concerns and can be asked by an adult to check the pockets of the coats or remove the coat upon entrance to the facility or at any time it is worn while on school grounds. In addition, overly baggy hoodies will not be allowed for safety reasons as well.

Since Palestine Grade School houses students in Grades Pre-K through 8<sup>th</sup>, it is important that older students dress in a manner that reflects good taste and is a positive influence on younger students. Therefore, apparel on which foul language or the reference of drugs, alcohol, sex or violence appears will not be allowed. It is expected that students dress neatly and refrain from wearing jewelry or body piercings (except earrings) that have a disruptive or negative influence on the learning environment, and wearing articles of clothing that have rips, tears, cuts, holes, etc. (Halter tops, tube tops, tank tops, spaghetti straps, midriff blouses or shirts, see through or provocative clothes are not acceptable attire, nor sleeveless shirts for gentlemen.) No hats or hoods are allowed to be worn on your head.

If there is any question as to the appropriateness of the student’s wearing apparel, the teacher may make a referral to the building principal.

### **ARRIVING AND LEAVING SCHOOL**

Students are to come directly to the school grounds without loitering, congregating or trespassing. A student’s behavior between home and school is to be such that discredit will not reflect against the student or the school, and he/she will not endanger his/her personal safety or the safety of others. Once the student has arrived at school, the student may not leave without proper consent.

All students are to enter the building immediately upon arrival from **7:30 to 8:00 a.m.** Breakfast is available at 7:30 a.m. The gymnasium, and the cafeteria will be supervised beginning at 7:45 a.m. as student areas until students are released to their classes at 8:00 a.m. Student attendance is required by 8:00 a.m. Any student late will be considered tardy and held accountable with disciplinary measures. PreK-2 bus students are dismissed at 3:00 p.m., elementary at 3:08 p.m. and junior high at 3:12 p.m.

Students should promptly leave school unless engaged in a supervised activity. Parents should drop off and pick up their students on the east side of the building. Buses will drop off and pick up the students on the west side of the building each day.

## **LUNCH HOUR REGULATIONS**

Students may not leave the school grounds during the lunch time UNLESS a parent/guardian signs the student out and signs the student in at the completion of the lunch time. This guideline is in compliance with the procedure in place when it is necessary for a student to leave the building at any other time throughout the school day.

## **DRUGS, ALCOHOL, SMOKING, AND WEAPONS**

The Board of Education has a specific policy prohibiting the use of or possession of drugs, alcohol, or tobacco products on school property. Violators will be subject to suspension and/or expulsion from school.

**Drugs** – Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs and drug paraphernalia shall be strictly prohibited by any student in school buildings, while on a bus or on school grounds while school is in session or while on school grounds. This policy shall also apply to all school sponsored extracurricular activities regardless of time or location. The penalties for violating this policy are set in the board policy.

**Alcohol** – Using, possessing, distributing, purchasing, or selling alcoholic beverages shall be strictly prohibited. The possession of, use of, under the influence of, or distribution of alcoholic beverages shall be strictly prohibited by any student in school buildings, while on a school bus, or on school grounds. This policy shall also apply to all sponsored extra-curricular activities regardless of time or location. The penalties for violating this policy are set in the board policy.

**Smoking or the Use of Tobacco Products** – Using, possessing, distributing, purchasing, or selling of tobacco material shall be prohibited at any time by any student in school buildings or while on a school bus. There shall be no possession of, smoking of or use of tobacco products at any time by any student in school buildings, while on a school bus, or on school grounds while school is in session, or while on school grounds. This policy shall also apply to all school sponsored extracurricular activities regardless of time or location. The penalties for violating this policy are set in the board policy.

**Weapons** – Using, possessing, distributing, purchasing, or selling explosives, firearms, knives, or any other object that can reasonably be considered or looks like a weapon shall be strictly prohibited by any student in school buildings, while on a school bus, or on school grounds. This policy shall also apply to all school sponsored extracurricular activities regardless of time or location. The penalties for violating this policy are set in the board policy.

**Contraband** – The following are considered contraband for school: matches, lighters, electronic smoking devices, vapes, and e-cigs, and any other item that is deemed unsafe or disruptive by the teacher, principal, and/or superintendent.

## **CARE OF SCHOOL PROPERTY**

Much time, effort, and money are spent annually in maintaining buildings and grounds in a clean, sanitary, and orderly condition. Students are expected to refrain from deliberately or thoughtlessly defacing or destroying school property and to cooperate with the custodians in helping to keep it presentable at all times. This applies to all school property which includes desks, chairs, floors, walls, windows, window blinds, lockers, textbooks, library materials, P.E. materials, and all other loaned or rented school property. The student will be penalized by loss of privileges, reimbursement, or physical labor for any damage done to school property.

## **INTERNET POLICY**

The students of Palestine Grade School have the opportunity to gain a wealth of knowledge on the Internet. Students and parents/guardians must have on file with the grade school office a completed "Internet Consent Waiver Form" that has been read and signed by the student AND the parent/guardian. Failure to have this form on file will result in these Internet privileges being revoked.

**ONLINE INTERNET SAFETY PLEDGE: I want to use the computer and the Internet. I understand that there are certain rules about what I should do online. I agree to follow these rules.**

1. I will not give my name, address, telephone number, school, or my teachers'/parents' names, addresses, or telephone numbers to anyone I meet on the Internet.
2. I will not give out my email password to anyone (even my best friends) other than my teachers/parents.
3. I will not send a picture of myself or others over the Internet without my teachers/parents' permission.
4. I will not fill out any form or request online that asks me for any information about my school, my family, or myself without first asking for permission from my teachers/parents.
5. I will tell my teachers/parents if I see any bad language or pictures on the Internet, or if anyone makes me feel nervous or uncomfortable online.
6. I will never agree to get together with someone I "meet" online without first checking with my teachers/parents. If my teacher/parent agrees to the meeting, I will be sure that it is in a public place and that I am accompanied by an adult at all times.
7. I will not use any articles, stories, or other works I find online and pretend it is my own.
8. I will not use bad language.
9. I will practice safe computing, check for viruses whenever I borrow a flash drive from someone, download something from the Internet, or receive an attachment.
10. I will be a good online citizen and not participate in any activity that hurts others or is against the law or my school's policy.

## **CELL PHONE POLICY/ELECTRONIC DEVICES**

Students should be aware that anything that is sent electronically including pictures and videos can easily be spread to a large number of their peers and/or posted on social media. This can and will be considered cyberbullying. The use of social media or electronic communication inappropriately can cause a disruption to the learning environment which is a violation of school rules. This may result in disciplinary action. Personal electronic devices are not to be used during instructional time unless direct approval has been given by the teacher in charge. The use of electronic devices during school hours should always be limited to educational purposes. Music devices may be allowed as a reward by individual teachers and will be restricted to classroom areas under direct supervision of those teachers. If a teacher chooses to allow music devices, the teacher will provide a written policy that all students in the classroom will follow. At any time a teacher or staff member may request electronic devices to be turned off, put away, or surrendered.

School personnel have the right to take any electronic device they feel is causing a distraction. Confiscated items will be returned to the student after the first offense. On the second offense, a parent or guardian must pick up the confiscated item for the student. A third offense will cause the student to be considered insubordinate and will result in a one day in-school suspension. Students who do not comply with cell phone policy will be required to leave their cell phones in the office when arriving at school and can retrieve them at the end of the school day. Students may use the phone in the office if necessary. The school is not responsible for any lost, damaged, or stolen electronic devices.

## FIELD TRIP GUIDELINES

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

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

- *Failure to receive appropriate permission from parent/guardian or teacher;*
- *Failure to complete appropriate coursework;*
- *Behavioral or safety concerns;*
- *Denial of permission from administration;*
- *Other reasons as determined by the school.*

## CONDUCT AT ATHLETIC EVENTS

1. At all sports events, students are to put good sportsmanship first.
2. They are expected to cheer for the Pioneers, following the lead of the cheerleaders.
3. Never “Boo.” Always accept the decisions of the officials even though you might not be in agreement with them.
4. Palestine students are to be good losers, as well as gracious winners.
5. Students are to remain seated during the game except for intermissions when the concession stand is open. Any student that leaves the building during the games **will not** be readmitted.
6. At **no** time – before, during, or after a game – is a Palestine student to be on the gym floor. Always exit along the sidelines. This applies to out of town games as well as home games.
7. Always observe school rules as to behavior. Appropriate attire is required at all school activities in the building.
8. Students are representatives of Palestine Grade School and actions establish the reputation of the school.

## SCHOOL BUS SAFETY REGULATION

School buses are operated for the convenience of all students. Bus riders are expected to conduct themselves so as not to interfere with the rights of others, cause others embarrassment, or endanger their safety by distracting the attention of the bus driver.

The misconduct point system will apply to school bus behavior also. Bus riding is a privilege. The administration may prevent students from riding the bus to and from school at any time. In the event that a student is disciplined three times during the school year while on the bus, or at any point for any single incident the administrator may remove the student from the bus for the remainder of the school year.

As a guide to students and to insure that desirable behavior is achieved, the following regulations are in force:

1. Riding Unit #3 buses is a privilege which can be lost if the privilege is abused.
2. When waiting in a school-loading zone for a school bus, students will form a single line. Students must walk toward a waiting bus without pushing people in line.
3. Students must board the bus in an orderly manner and go immediately to their assigned seats and sit.
4. Students will occupy the seats assigned to them. They will be held responsible for any unnecessary or malicious damage which they inflict upon the bus.

5. Students will remain seated at all times when the bus is moving.
6. Students will keep arms, hands, and other parts of the body inside the bus—never through the windows.
7. Students must not throw unwanted items on the floor of the bus or out of the window. Students must help keep the bus clean, sanitary, and orderly at all times.
8. Students must keep books, packages, coats, and all other objects out of the aisles.
9. Classroom conduct must be observed while riding the bus. Ordinary conversation is permitted. Never shout or make loud noises that may distract the driver and endanger the students on the bus.
10. No horseplay or fighting on the bus.
11. Students must refrain from unnecessary conversation with the driver.
12. Students must report at once to the driver any damage to the bus.
13. Students must be on time at the designated bus stops; the bus cannot wait beyond its regular time schedule for those who are tardy.
14. Students must not stand in the traffic lanes while waiting for the bus.
15. When students must cross the road to be picked up, the driver, after looking for approaching cars, beckons them to cross. The students must await the proper signal and cross promptly.
16. The driver is in full charge of the students and the bus. His/her relationship with students will be the same level that expected of a teacher.
17. No animals will be permitted to be transported with school children.
18. No candy may be eaten and no soda may be allowed on the bus unless the driver gives permission.

## **RECESS AND CAFETERIA RULES**

In order to maintain consistent discipline throughout the building it is important for teachers to be familiar with the rules used by the recess and cafeteria supervisors. Please instruct the students in these rules at the beginning of the year to help reinforce supervisors' efforts. Also follow these rules when doing playground duty in the morning or afternoon.

### **PLAYGROUND RULES:**

1. There should be no biting, spitting, punching, kicking, unnecessary running or similar behavior.
2. Tell the supervisor on duty if the ball goes into the street; do not go get it without the permission of the supervisor.
3. Ask permission from the supervisor to leave the playground for any reason. The restroom should be used before going outside.
4. On cold days, students should take coats, gloves, hats, etc. before going to the cafeteria.
5. Students should line up promptly and orderly when the recess bell rings or the supervisors' blow the whistle.
6. No pencils, scissors, or other sharp objects should be taken out to the play areas.
7. No throwing of rock, dirt, mulch, or sticks.
8. On wet days, students should stay away from puddles.
9. Students should slide down and climb up the slide ladder in proper fashion. Jungle gyms are for climbing only. No standing, pushing, or jumping off of the playground equipment.
10. Only one person on a swing at a time. There should be no linking of legs with the person on the next swing, no twisting of the swing, no standing on swings, no walking closely behind the swings, and no jumping out of the swings.
11. Jump ropes are for jumping only. The type and number of balls allowed and type of play will be set by the playground supervisors at their discretion.
12. No climbing on pipes or chains of the swings.

### **GYM RULES:**

- 1. Gym shoes must be worn in the gym by all students who participate in activities.**

2. No dodge ball unless everyone playing is under supervision and direction of the supervisors.
3. No climbing on the bleachers. Sit only if the bleachers are pulled out otherwise sit on the floor.
4. No sliding on the floor.
5. No drinks in the gym during the school day.
6. Students should ask permission to leave the area.

## **SEXUAL HARASSMENT**

Students who believe they are victims of sexual harassment are encouraged to discuss the matter with the building principal or superintendent. School Board Policy #7.20 states:

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student’s academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student’s educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment;
  - d. Making submission to or rejection of such unwelcome conduct is the basis for academic decisions affecting a student.”

The terms “intimidating,” “hostile,” and “offensive” include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities.

## **DISCIPLINE**

### **STUDENT CONDUCT**

Students, parents, and school personnel best achieve educational goals in an atmosphere of mutual understanding, respect, and cooperation. Schools, like all other agencies in which many people work together, must have operational rules and regulations as guidelines that students, parents, and school personnel are expected to follow in regard to discipline and citizenship. The guidelines are based upon these beliefs:

1. That consistent discipline and classroom control are essential if effective teaching and learning are to occur.
2. That while public education is a right of youth, the right implies that students have the responsibility to obey the rules of the school district and the laws of the state.

## **RIGHTS AND RESPONSIBILITIES OF THE STUDENTS**

### **RIGHTS**

1. To be respected as unique individuals.
2. To expect equal and fair treatment from teachers and other school personnel.
3. To study in well planned and organized classrooms with professional teachers.
4. To be informed of the rules and regulations of the school.
5. To expect that their rights, feelings, and personal property will be respected.
6. To be able to request conferences with teachers, principal, counselors, and other certified school personnel, to discuss problems which affect school work



## RESPONSIBILITIES

1. To conduct themselves in a manner that will reflect credit to themselves, their parents, and their school.
2. To accept responsibility for their behavior.
3. To make a sincere effort to do their work by being attentive and by having necessary materials.
4. To be regular in attendance and punctual in attending class.
5. To respect the rights, feelings, and property of others.
6. To respect the skills and authority of teachers and other members of the school staff.
7. To obey school rules, regulations, and school personnel.
8. To dress and groom themselves in a manner that is healthy, safe, and conducive to the educational program of the school.

## DISCIPLINE PROCEDURES

Students are expected to conduct themselves in a manner as described under “Responsibilities of Students.” In the event that student misbehavior occurs, they will be given an opportunity to correct the unacceptable behavior. If the student fails to change the behavior, other corrective action will be used in an attempt to change the unacceptable behavior.

1. Each teacher is responsible for maintaining order and control within the classroom. Classroom rules and procedures will be posted and become the basis for classroom management. Each student is expected to follow all classroom and school rules.
2. Each teacher may utilize a variety of measures and procedures to insure acceptable classroom behavior.
3. When these measures and procedures have failed to correct the appropriate behavior, a teacher may remove a student from the classroom and send the student to the principal using a referral form listing all pertinent information.

## CLASS CONDUCT

Students who receive three Disciplinary Referrals in the same class in a semester can be removed from the class. Students who are permanently removed from the class will receive a failing grade in that class for the semester and will not receive credit. Disciplinary Referrals made by bus drivers may result in the loss of bus riding privileges for the semester and/or year. Any further Disciplinary Referrals will result in further disciplinary action at the discretion of the Principal.

## MISCONDUCT SYSTEM

1. Detention/Disciplinary Referral
2. Tardy.....3 unexcused tardies = 1 detention
3. Failure to serve a detention
4. Bicycle violations.....Detention (as needed)  
\*loss of privileges may result.
5. Pranks, horseplay, snow-balling or .....Detention (1-4)  
other minor misconduct,  
inappropriate display of affection,  
gum, candy, food, and drinks  
without permission.
6. Truancy—unexcused absence for each  
period absent and time made up  
after school.

7. Indecent or offensive language,.....Detention (1-4) and/or suspension  
gestures, literature, clothing,  
artwork, drawings, etc.; Disruption  
in a classroom, hallway,  
cafeteria, or any school property or  
at any school related event
8. Disrespect to **ANY** school personnel.....Detention (1-4) and/or suspension  
Harassing, intimidating, threatening,  
or bullying other students  
Insubordination (failure to follow the  
the directions of any school personnel)
9. Being in a group where tobacco, .....Detention (1-4) and/or suspension  
alcohol, drugs, or weapons are  
being used on school grounds or  
at school related events
10. Cheating or plagiarism.....Detention (1-4) and no credit for  
that work.
11. Forgery of notes, possession of .....Possible suspension (1-4 days)  
school forms, etc.
12. Fighting, biting, physical abuse,.....Possible suspension (1-4 days)  
assault or violence toward other students
13. Defacing, vandalizing, or destroying .....Detention (4) and/or suspension  
school or personal property (1-10 days). Restitution will be made.
14. Theft, extortion, or possession of school .....Detention (4) and/or suspension  
or personal property (1-10 days) and/or recommendation for  
expulsion. Restitution will be made.
15. Verbal or physical threats towards **ANY**.....Suspension (1-10 days)  
school personnel.
16. Possession, use or sale of tobacco on.....Suspension (1-10 days) See Tobacco  
school property or at school related events section
17. Endangering the health and safety of .....Suspension (1-10 days) and/or  
Others through actions or words recommendation for expulsion
18. Possession or use of a weapon or .....Suspension (1-10 days) and/or  
look alike weapon recommendation for expulsion
19. Creating a false alarm or similar activity.....Suspension (1-10 days) and/or  
recommendation for expulsion
20. Possession, use or sale of alcohol, drugs,.....Suspension (1-10 days) and/or  
or look alike on school property or at recommendation for expulsion  
school related events
21. Arson.....Suspension (1-10 days) and/or  
recommendation for expulsion
22. Other Misconduct:  
Penalties based upon the nature and seriousness of the incident as determined by the principal.

Students will be informed of this system at the beginning of the school year.

## **DEFINITION OF TERMS**

### **DETENTION**

Detention is considered keeping a student after school or during the noon hour for disciplinary reasons. Teachers and the principal may assign these. After school detentions may be from regular dismissal to 4:00 p.m. unless otherwise designated by the teacher and/or principal. Detentions will be served within three (3) school days of being assigned. Only chronic infractions will be under the Principal's supervision. Staff will cover all other detentions.

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

Students can be suspended from school at any one time to a maximum of ten consecutive school days, for any one event. The student could possibly be suspended out-of-school again in the event another disciplinary situation happens. Students will be allowed to complete assignments for full credit. Those assignments are due upon the student's return to school. It is the student's responsibility to obtain assignments. Parents may choose to appeal the decision of an Out-of-School Suspension to a hearing before the Board of Education or its appointed hearing officer. Parents of the student also have the right to have an attorney present and to call witnesses if needed.

### **STUDENT RESTRAINT**

In the event that a student becomes uncontrollable or a threat to themselves or others, staff members will use physical restraint as necessary.

### **EXPULSION**

A student may be expelled from school only when all other disciplinary measures have been deemed unsuccessful and/or if the student becomes a threat or danger to the school. School Board policy on expulsion will be referred to in all cases. Parents may choose to appeal the Expulsion to a hearing before the Board of Education or its appointed hearing officer. Parents or students also have the right to have an attorney present and to call witnesses if needed.

## **EXTRACURRICULAR EVENTS**

All school fees must be paid before participation in any extracurricular opportunity will be allowed.

## **ATHLETICS/ATHLETIC CODE**

The Sports Program offered at Palestine Grade School includes Baseball, Basketball, Volleyball, and Track. It is designed so that fifth, sixth, seventh, and eighth grade girls and boys interested may participate in those sports.

Extracurricular activities such as sports are a privilege and not a right. Students may be denied participation from extracurricular activities. Chronic absences after ball games will be dealt with at the discretion of the administration.

### **CLASSROOM REQUIREMENTS FOR PARTICIPATION (ELIGIBILITY)**

A good athlete should be a good student. A student must maintain a passing average in all classes (no pass, no play policy), as well as all of the IESA standards regarding eligibility. Eligibility will be checked on a weekly basis every Friday, by the Athletic Director, or the Principal. The grade being checked will be accumulative performance from the beginning of the semester. If a student is ineligible, his/her period of eligibility will last from Monday through Saturday. If eligibility falls at the close of a quarter, that student will be ineligible for two (2) weeks following. The head coach/sponsor has the option of establishing a policy on the maximum number of weeks that a player may be ineligible before that player is dismissed from the team; however, that number will not be less than four (4) weeks.

## **ATHLETICS AND HEALTH CARE**

Coaches have the authority to exclude an athlete from participation if a skin lesion and/or draining wound is present. The athlete will not be reinstated until a healthcare provider has cleared the athlete. It is the coach's responsibility to remain alert to skin problems of their athletes.

## **PARENTAL RESPONSIBILITIES**

Good conduct in school originates in the home. It is the obligation of the parent, by teaching and by his/her example, to develop in their child a proper attitude of respect for the school, the teachers, the principal, and for the students. To help the child develop good behavior habits, the parent should:

1. Instill respect for authority, for the rights of adults and of other children, and for private and public property.
2. Know your child's friends.
3. Know where he/she is when he/she is away from home.
4. Teach him/her to obey the teacher and other persons with authority.
5. Support the action of the teacher or principal in talking with him/her about a problem; confer privately with the teacher or principal if the action taken is not understood or if there is a question regarding its appropriateness.
6. Please follow the chain of command in regards to your child. It is as follows: Teacher, Principal, Superintendent, and then School Board.
7. Come to school and confer with the counselor and the teachers.
8. Confer personally with a teacher or principal when requested.
9. Insist that he/she be prompt and regular in school attendance.
10. Carry out the recommendations made by the school in his/her best interests.
11. Talk with him/her about school activities; take an active interest in his/her progress in school and in his/her report card.
12. Safeguard the physical and mental health; take him/her for periodic health examinations.
13. Ensure adequate rest each night.
14. Arrange for a time and place for doing homework assignments and supervise him/her in completing them.
15. Encourage him/her to participate in wholesome activities in the school and in the community.
16. Understand and comply with the rules of the school concerning student conduct.

## **PARENT RIGHTS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible students of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parents or eligible student believes are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent.

## **CHILDREN'S PRIVACY PROTECTION AND PARENTAL EMPOWERMENT ACT:**

- A. For the purpose of this act, the consent of a parent to the sale or purchase of information concerning a child is required.
- B. This act does not apply to any of the following:
  - 1. Any federal, state, or local government agency or any law enforcement agency.
  - 2. The National Center for Missing and Exploited Children.
  - 3. Any educational institution.

### **STUDENT RIGHTS**

- 1. Each student has the right to freedom of speech within reasonable limits. However, no student has the right in such a way as to interfere with another student's rights to an education.
- 2. Students shall have the right to form organizations of common interest, provided the organization shall be useful and effective. Reasonable requirements for joining will be acceptable so long as they do not tend to be discriminatory.
- 3. Students with due regard to maturity and experience, should be permitted to communicate their ideas on the development of school policies to the Board of Education through proper channels.
- 4. All students have the right to fair treatment, and to explain their actions. If punishment becomes necessary, it should be kept with the seriousness of the offense and the previous behavior of the student.
- 5. The protection given by these rights does not mean that students have the right to engage in such actions that would be disruptive to the education process or would interfere with the rights of others.

### **AWARENESS AND PREVENTION OF CHILD SEXUAL ABUSE, GROOMING BEHAVIORS, AND BOUNDARY VIOLATIONS**

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

#### **Warning Signs of Child Sexual Abuse**

Warning signs of child sexual abuse include the following.

##### *Physical signs:*

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss
- Behavioral signs:
  - Excessive talk about or knowledge of sexual topics
  - Keeping secrets
  - Not talking as much as usual
  - Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
  - Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
  - Overly compliant behavior
  - Sexual behavior that is inappropriate for the child's age
  - Spending an unusual amount of time alone
  - Trying to avoid removing clothing to change or bathe

##### *Emotional signs:*

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from

normal activities, or feeling “down”

- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

### **Warning Signs of Grooming Behaviors**

School and District employees are expected to maintain professional and appropriate relationships with students based upon students’ ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says “no”
- Engaging in touching that a student or student’s parents/guardians have indicated as unwanted
- Trying to be a student’s friend rather than filling an adult role in the student’s life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student’s life or making up excuses to be alone with a student
- Expressing unusual interest in a student’s sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student’s access to other adults

### **Warning Signs of Boundary Violations**

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student’s health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee’s home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose

- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student’s physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

**Additional Resources include:**

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at [online.rainn.org](http://online.rainn.org)

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

## FAITH’S LAW NOTIFICATIONS

School districts are required to include in their student handbook the District’s Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District’s website or requested from the Superintendent’s office.

### NOTIFICATION OF RIGHTS AND PROCEDURES

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 educational objectives as identified in School Board policy 6:10 and the Protection of Pupil rights, 20, U.S.C. 123h.

1. The Superintendent or designee shall notify the student's parents/guardians of this policy as well as its availability upon request from the general administration office.
2. The option for their child or ward to refuse to participate in activities provided in this policy.
3. The appropriate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
4. The right to request access to any surveys or other material described in this policy.

### STUDENT RIGHTS AND MCKINNEY-VENTO ACT

The **McKinney-Vento** Act defines “**homeless** children and youth” as individuals who. lack a fixed, regular, and adequate nighttime residence. The Illinois State Board of Education has established procedures to ensure that homeless children and youth are afforded the same educational opportunities to be successful learners as all other children and youth. Palestine CUSD follows these guidelines set forth to serve all students regardless of hardships faced. The landscape for providing those opportunities is coordinated by the Illinois’ state coordinator for the education of homeless children and youth. The state coordinator oversees an Office of the Coordinator and Lead Area Liaisons (LALs). The LAL will provide professional development and technical assistance to the LEA homeless liaisons and school staff on removing the barriers to homeless children and youth education. The barriers (e.g. lack of immunization and health records, birth certificates, school records and other documents, residency documents required for non-homeless students, guardianship issues) must be removed and homeless children and youth must be immediately enrolled. The LAL and the LEA liaison must work together to meet the requirements. Homeless children and youth in Illinois will be identified by

school personnel and through coordination of activities with other entities, such as homeless shelters and community service agencies. The Common Form 159 was created for LEAs to use when enrolling homeless children and youth. In addition to information on enrolling children and youth into school, it also asks for other children and youth residing in the home to be listed. The homeless education liaisons are trained to educate and work closely with all personnel in the school district as well as with community social service agencies and Continuum of Care programs to ensure that homeless children and youth are identified. Students and families may also identify themselves as meeting this criteria.

## **PEST MANAGEMENT**

Palestine C.U.S.D. #3 has a pest control plan in effect and the building is treated with pesticides on a monthly basis when students are not in the building. Those who wish to receive a written notice prior to the application of pesticides in the building need to notify the Unit Office and be put on the registry.

## **ASBESTOS**

Illinois law requires schools to identify any asbestos in the building and to manage it. Palestine C.U.S.D. #3 is in full compliance with Illinois law.

## **STUDENT RECORDS**

Both federal law and Illinois law go into much detail on the rights and responsibilities of students, parents, and school officials. Following is a summary of the major provisions:

1. The student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports and health record, record of releases of permanent record information, and other basic information. The permanent record is kept for 60 years after graduation or permanent withdrawal.
2. The student temporary record consists of all information not required to be in the student permanent record including family background information, tests scores, psychological evaluations, special education files, teacher anecdotal records, record of release of temporary record, and disciplinary information. The temporary record is reviewed every four years for destruction of out-of-date information and is destroyed entirely within five years after graduation or permanent withdrawal.
3. Parents have the right to:
  - a. Inspect and copy any and all information contained in the student record. There may be a small charge for copies, not to exceed 35 cents a page. However, no parent or student may be denied a copy of school student records because of an inability to pay such costs.
  - b. Challenge the contents of the records, except grades, by notifying the principal or records custodian of an objection to information contained in the record. An informal conference will be scheduled within 15 school days to discuss the matter. If no satisfaction is obtained, a formal hearing conducted by a hearing officer not employed in the attendance center in which the student is enrolled will be scheduled.
  - c. Request and receive copies of records proposed to be destroyed. The school must notify parents of the destruction schedule.
  - d. Inspect and challenge information proposed to be transferred to a school outside the district or to another school district in the event of transfer.
4. Local, state, and federal education officials have access to student records for educational and administrative purposes without parental consent. Student records shall also be released without subpoena or in connection with an emergency where the records are needed by the law enforcement or medical officials to meet a threat to the health or safety of the student or other persons. Parents must be



notified of release of records because of court order or subpoena. All other releases of information require the informed, written consent of the parent or eligible student.

5. The following is designated as public information and shall be released to the general public, unless the parent(s) request that any or all such information not be released: Student=s name and address, grade level, birth date and place, parent=s name and address, information on participation in school sponsored activities and athletics, the students major field of study and period of attendance in the school.
6. No person or agency having access to the temporary record through the provisions of the Illinois School Student Records Act may force a parent or student to release from the temporary record in order to secure any right, privilege or benefit, including employment, credit or insurance.
7. Parents must be notified annually of their rights under law, as well as applicable district policies and procedures. Copies of the laws, rules and regulations and local policies on student records are available from the records custodian of each school and the superintendent of the district.

## **PARENT ORGANIZATIONS AND BOOSTER CLUBS**

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. *The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.*
2. *The rules and procedures under which it operates.*
3. *An agreement to adhere to all Board policies and administrative procedures.*
4. *A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.*
5. *A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.*
6. *An agreement to maintain and protect its own finances.*
7. *A recognition that money given to a school cannot be earmarked for any particular expense.*

Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

## **SUPPORT SERVICES**

**Speech and Language Therapist:** Children in Kindergarten, those new to the district, and those referred by a multidisciplinary conference, are screened to determine their need for speech therapy. Any child who is eligible will receive speech therapy from a qualified therapist.

**Learning Disabilities Teacher:** The learning disabilities (L.D.) teacher provides specialized instructional services to children with minor learning problems. These services are made available for children with normal or above normal intelligence whose lack of academic progress warrants assistance. After referral for an evaluation is made, a multidisciplinary conference with the parents is arranged to review the problem and to enlist parental help and assistance. With parental permission, tests are administered by the school psychologist, and based on the results of the tests, and the determination of the multidisciplinary team, the child may be declared eligible for L.D. services. The test results are reviewed with the parents. If the child is eligible, parental permission is required before L.D. services can begin.

**Special Education:** Children whose learning problems require a more intensive instructional program are provided with the services of S.E.S.E. (South Eastern Special Education), a cooperative of area school districts. S.E.S.E. provides specialized classrooms and services for all eligible C.U.S.D. #3 students. Specialized services include classrooms for the visually, hearing, mentally impaired, multiply impaired, or emotionally disturbed. A referral to S.E.S.E. is made by the parent or the school. No child is ever placed in a local education support service or S.E.S.E. instructional program without parental knowledge and permission.

**Homebound/Hospital Instruction:** Homebound or in hospital instruction is available for children who, because of illness or disability, will be absent from school for more than two consecutive weeks. As soon as the doctor anticipates a two-week absence for the child, parents should contact the school office. A medical certificate signed by the child's physician is required to verify eligibility for homebound or in-hospital instruction. The instruction will begin immediately upon request of verified eligibility. An adult must be present when such instruction takes place.

**Preschool Screening:** Registration for the free annual screening for all C.U.S.D. #3 preschoolers, three years and older, are held in early spring at the grade school. The screening includes:

**Vision and Hearing:** The screening is administered in conjunction with the C.U.S.D. #3 school nurse. When follow-up is indicated, children are re-screened and/or appropriate referrals are made to doctors.

**Brigance Preschool Test:** This portion of the screening examines the areas of concept, speech and language, and gross and fine motor movement.

**Speech /Language Screening:** A speech and language test is administered by the speech pathologist to detect any concerns in this area.

**Title I Programs:** Title I Reading programs are offered to the primary grades. Reading and Math Improvement is a Title program that is offered to K through 8<sup>th</sup> graders.