

# Raccoon School

*Growing Relationships, Minds, and Community*

Name \_\_\_\_\_

Teacher \_\_\_\_\_

**The mission of Raccoon School, in partnership with our community, is to provide quality education in a safe and professional environment by utilizing all resources available to continually evaluate and improve.**

The school is just a building unless the staff and students work toward creating a good learning environment. Our goal is to create a warm, friendly, and safe learning atmosphere.

To help you know what is expected at Raccoon School, this handbook is prepared to give information about the school. Teachers, parents, and school board members have reviewed it. They offered suggestions, which have been included to confirm our partnership. It has been included in the student planners for all students.

We believe that good communication is important. We expect the best of each student. During enrollment, parents will be given a copy of this handbook and asked to sign that they have received it and will read the information. Teachers will spend time at the beginning of the year going over the information to assure students are familiar with the handbook and know their responsibilities.

Thank you for taking the time to go through the handbook and discussing it with your child.

Misty Johannes  
Superintendent

THIS HANDBOOK WAS APPROVED BY THE RACCOON BOARD OF EDUCATION **July 20, 2021**. IT WAS APPROVED AS ACCEPTABLE PROCEDURES BUT SHOULD NOT BE VIEWED AS ILLINOIS SCHOOL CODE OR BOARD POLICY. CODE AND BOARD POLICY CHANGE AND SUPERSEDE THIS DOCUMENT. IT IS SUBJECT TO CHANGE AT ANY TIME.

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<b>Raccoon Student Handbook</b> <b>Superintendent—Mrs. Johannes</b> 3601 St. Rt. 161, Centralia, IL 62801 618-532-7329 FAX 618-532-7336	<b>Table of Contents</b>	<b>Page</b>
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<b>School Schedule:</b>	
7:45	Doors Open
8:20	Start of Day
3:00	Student Dismissal
3:20	Teacher Dismissal
4:00	Office close

## **state school must have an Illinois Exam within thirty days.**

### Failure to Meet Requirements

The failure to meet any of the foregoing requirements will result in the exclusion of the student until such deficiencies are corrected.

### Non-Residence Students

Any student not classified as a resident student who desires to attend Raccoon may make application for non-resident student status. The student must have the written consent of their parents or legal guardian and of the Board of Education of the district of residence when the latter is to be responsible for all tuition payments. The amount of the tuition shall be based upon the previous year's per capita cost as determined by state law. Four installments of the tuition are to be paid as per arrangements with the school superintendent.

### Resident Students

All children of school age permanently residing within the boundaries of District #1 are classified as resident students. It is the responsibility of the parent to provide proof of residency. Residency is defined as where the student eats and sleeps on a daily basis. Proof of residency will be required upon registration. Illinois School Code prohibits students from residing with a non-guardian adult for the sole purpose of attending any given district.

### Advertising

The superintendent must approve all advertisements placed in the school prior to their posting. The school shall endorse no commercial product. Advertisements for school-sponsored events or non-profit events sponsored by approved community agencies may be placed in the building or on the ground and must have prior approval.

## Attendance Policies

### Absenteeism

The state aid, which is received by the school district, is determined by the average daily attendance of all registered students in the district. Therefore, it is imperative that the faculty and the administration keep an accurate record of the attendance of all pupils. Parents are urged to see that their children attend school regularly when healthy. If it is necessary for a student to be absent, please call the office and report the reason including the type of illness. Any student absent for a prolonged period of time, or with the accumulation of 7 excused absences, **will be required** to present a letter from a doctor stating the reason for the absence. Students absent 25 days will automatically be considered for retention. The Truancy Program administered by ROE 13 will be followed by Raccoon School. Students missing 5 % out of the last 180 days will be referred to the regional truancy officer. Student attendance marks may be tracked by the parent on their student's Teacher Ease portal. Absence from school will affect a student's ability to participate in extracurricular activities held on the same day.....see the Sports Handbook for details.

### Compulsory Attendance

The Illinois School Code requires all children between the ages of six and seventeen to attend the public schools unless they are 1) attending private, home, or parochial school, 2) disabled as certified by a licensed physician or 3) excused, suspended, or expelled by the school authorities for cause.

### Excused Absence

Students will be excused from classes and required to make up schoolwork. An excused absence is defined by one or more of the following:

1. Personal illness-doctor's note required after 7 absences.
2. Professional health services appointments.
3. Family emergencies

4. Serious illness of a family member
5. Death of a relative
6. Participation in a school-sponsored event
7. Observance of a religious holiday
8. Family vacation-requires 1 week notice and work must be obtained prior to absence and returned when the child returns. Students must be passing all classes with a C or better for vacations to be deemed excusable.

### Make Up Homework

Parents may pick up homework for a sick child. *The parents can pick up make-up work at the end of the school day.* Your child's homework is his/her responsibility. Questions regarding homework should be directed to classroom teachers. Student homework and grade marks may be tracked by the parent on their student's Teacher Ease portal.

Students will be required to make up all work missed as the result of absences. In general, a student will be allowed two days to make up work for each day absent. The time may be extended for extensive projects. Unexcused absences may require students to stay after school to complete work. Students serving out-of-school suspensions are required to complete make-up assignments; however, work must be completed and turned in on the first day that the student returns from the suspension and *will receive 50% credit.* This will require the parent to request and pick up the work from the office during the suspension period.

### Perfect Attendance Awards

Perfect attendance awards will be presented to students at Raccoon who have perfect attendance for the entire school year. A one-half day of absence will be considered on our attendance records and a student would thus be ineligible for the perfect attendance award.

### Unexcused Absences

Unexcused absences will be recorded for the following and will be counted as truancy:

1. No phone call or note to explain the student's absence
2. Missing the bus
3. Oversleeping/alarm problems
4. Lack of clean clothes
5. Car trouble/transportation issues
6. Unapproved planned vacations
7. Head lice after one day of absence
8. Other absences that are not reasonable as deemed by the administration

### Truancy

Students are required by law to attend school every day. Students who are absent more than 5% (*9 days*) of the last 180 school days will be subject to the following:

1. Student is required to supply a doctor's excuse after 7 days of absences. If a doctor's excuse is not supplied, the student's absence will be unexcused.
2. Administration will provide notification to the Truancy Officer at the Regional Office of Education after 7 unexcused absences. Students who leave school or miss classes without permission will also be counted as truant. At 9 unexcused absences, the truancy officer may file a petition for the parent and child to appear in court. A parent or guardian may be subject to court imposed sanctions, including fines.

### Excused from PE Class

Students may be excused from participation in Physical Educa-

## Academics

### Grade Promotion and Retention

The administration and professional staff shall follow the established system of grading and reporting academic achievement to parents, guardians, and students, as well as determine when promotion and graduation requirements are met. The criteria for promotion shall be the student's ability to meet district goals and state standards. Students who demonstrate a proficiency level below current placement shall be provided remediation. Failing two out of five academics (science, social studies, math, reading, English) and/or having a grade point average of 2.0 or lower will result in consideration of retention. Student grade marks may be tracked by the parent on their student's Teachase portal.

### Grade Scale

#### Grades 3-8

A	Excellent	93-100
B	Above Average	85-92
C	Average	75-84
D	Below Average	68-74
F	Failure	below 68

#### Kindergarten through 2nd grade

4	Student exceeds grade level work
3	Student Consistently meets grade level work
2	Student is beginning to or occasionally meets grade level work
1	Student is not yet achieving at grade level

\*Primary grade marks reflect the current term's benchmark rating.

PE will also be given a letter grade.

### Graduation Requirements

All students who successfully complete the curriculum of the 8th grade and pass an examination on the Constitution of Illinois and the United States may graduate from Raccoon without deficiency. The superintendent may certify a student for graduation with deficiencies if such action is in the best interest of the student, and after consultation with the board in executive session. Students will be recognized at the graduation ceremony for having high honors in grades 6, 7, and 8, honors in grades 6, 7, and 8, high honors in grade 8 and honors in grade 8.

### Graduation Ceremony

All graduates will participate in a graduation ceremony honoring their accomplishments. The date will be set by the superintendent and marked on the school calendar. All graduates will wear robes. The superintendent may deny participation in the ceremony to any student for just cause.

### Honor Roll

Those students who, for any given grading period, have an academic grade average of 5.0 shall be placed on the High Honor Roll for that grading period, and all students having an academic grade average for any grading period of 4.25-4.99 shall be placed on the Honor Roll for that grading period.

### Admission Standards

#### Entrance Requirements

Kindergarten: Children who will be five years old on or before September 1, of the current school year, may enroll in the kindergarten program at the beginning of the school year. Accelerated placement is possible for advanced students. District testing measures will be used to determine early Kindergarten placement.

First Grade: Children who will be six years old on or before September 1, of the current school year may enroll in the first grade at the beginning of the school year.

### Birth Certificate

An original birth certificate must be provided at registration as proof of age. A copy will be made.

### Physical Examinations

Physical examinations including immunizations for Kindergarten, 6th graders and for those students who enter Raccoon for the first time are required by law. Such exams are to be given by a licensed physician. It is suggested that a complete dental examination be given also. Physicals should be completed before registration.

### Vision Exams and Screenings

All incoming Kindergarten students must have a vision exam conducted by a licensed optometrist. Exams should be completed before registration.

Annual vision screenings will be conducted by the school (As required by law) for the following grades/populations: Pre-school 3 years of age and older, K, 2, 8, Special Education (including speech), Transfer students, and any students referred by a teacher. Any religious exemption of these services must be submitted in writing and signed by the parent/guardian.

### Hearing Screenings

Annual hearing screenings will be conducted by the school (As required by law) for the following grades/populations: Pre-school 3 years of age and older, K, 1, 2, 3, Special Education (including speech), Transfer students, and any students referred by a teacher. Any religious exemption of these services must be submitted in writing and signed by the parent/guardian.

### Dental Exams

Dental exams are now required by Illinois State Law for all students entering Kindergarten, second, and sixth grades. Exams should be completed before registration.

### Health Card

By the first day of the school year, all students in kindergarten and 6th grade shall have a completed health card on file with the school office. The health card shall include the physician's examination and record of the immunizations as required by the Illinois School Code.

### Immunizations

Illinois law requires that students receive vaccinations against a number of diseases at specified intervals. School Code Section 27-8.1 from Public Act 100-0238 also requires that those students without proper vaccinations or valid waivers shall be excluded from school attendance after October 15th and until proof of vaccination or a valid waiver is received by the school. These absences are considered truancy.

Students who register for school after October 15th will have 30 calendar days from registration to comply with the State regulations after which, the student will be excluded from school attendance until compliance is met.

Valid exceptions are those based on medical reasons, documented by a health care provider, or a religious reason, documented by a parent/guardian and signed by a physician.

### Transfer Students

A transfer student entering Raccoon after the first day of school shall have a completed health card on file with the school office within thirty (30) calendar days of the initial date of enrollment. **Students transferring into Raccoon School from an out-of-**

tion Classes a maximum of three consecutive days, by the superintendent/principal, after which a medical excuse from a licensed physician will be required.

#### Notification of Illness

When a student is absent due to illness, the parent should notify the school office of such illness. State law requires that the school call the home of the absentees if the parent does not report the child ill.

#### School Day

Students are not allowed in the building prior to 7:45a.m. If a student must arrive prior to 8:00 a.m., please call and make arrangements for supervision with the administration.

#### Tardiness

Students who arrive at school tardy (after the 8:20 bell) must be accompanied by a parent and report to the office before going to class. Work missed due to tardiness must be made up. After three tardies per quarter, a parent conference will be held to determine if a solution to the problem can be reached. After school detention or noontime detention will be assigned to make up lost classroom time. Accumulated tardies may add up to truancy days and will be treated as such.

#### Asbestos

Public Law 99-519 requires public and private elementary and secondary schools to inspect buildings for the presence of asbestos. Raccoon School engaged Lunsford Architect of Marion, IL to do this survey. Re-inspection was done as of September 2006. The asbestos plan is available in the office of the school.

#### Budget

Raccoon CSD#1 posts its budget on the school website as per Illinois School Code. The web address is [www.raccoonschool.org](http://www.raccoonschool.org). The budget is found on the **District** page. All parents and community members are encouraged to examine the budget and direct questions to the Superintendent.

#### Class Lists

We attempt to equalize the number of boys and girls in the classrooms. We also take into consideration the academic needs of the students in the composition of the class.

#### Chain of Command

Please follow the chain of command in all circumstances.

- 1) Teacher
- 2) Principal
- 3) Superintendent
- 4) Board of Education

School board policy states that steps 1-3 must be followed before an individual will be placed on the board agenda.

#### Clubs and Extra-Curricular Participation

##### Scholar Bowl

Jr. High students may try out for the Scholar Bowl Team. The team focuses on academic achievement and competes against area schools. All matches are after school hours.

Scholar bowl students must maintain a "C" average of 75% or better in order to maintain athletic eligibility. Students failing one core subject are ineligible for athletics. Core subjects are English, Math, Social Studies, Reading, Science. Core academic averages will be checked every Monday at 3:00 PM based on the grade point earned to that point in the quarter. Eligibility will run from Tuesday to Monday. Core subjects with 4 or more grades will only be considered. Citizenship will be considered for eligibil-

ity with the administration making the determination.

Students who earn discipline referrals while participating in scholar bowl are subject to the same provisions as student athletes and the provisions outlined in the Raccoon Sports Handbook.

##### Student Leadership Club

The RGS Student Leadership Club serves to engage students in learning about leadership and assist with activities at Raccoon and its surrounding community. Members will learn to be role models and representatives for the student body.

This extracurricular activity will help to build character, leadership, decision making, organizational skills, and responsibility.

This RGS Leadership Club will consist of students in grades 6-8. Members must complete an application and meet eligibility requirements.

Students that are interested in joining must be:

- Flexible and exhibit the potential for leadership
- Display positive classroom behavior
- Have a genuine interest in the welfare of others
- Consistently portray qualities of responsibility, empathy, courage, integrity, and perseverance.

Students must maintain at least a "C-" in citizenship. Citizenship eligibility will be checked weekly and in the same manner as academic eligibility.

RGS Student Leadership members must maintain a "C" average of 75% or better in order to remain in the club. Grades will be checked weekly and in the same manner as athletic eligibility.

Attendance – Not attending 3 or more monthly meetings will result in automatic dismissal.

Conduct – Students who are issued an Office Referral will be put on probation for 30 days. The second office referral will result in automatic dismissal.

Attitude – Students should represent RGS in the best way possible at all time. Students should have a good/helpful attitude during events and not doing so, could result in dismissal.

##### Sports

Please see the Raccoon Sports Handbook for all rules concerning sports

##### Communication Expectation Between School and Parents

It is the intention of Raccoon School to always operate your school in the most respectful manner. It is expected that District constituents act in accordance with this standard. Under no circumstance will verbal abuse, cursing, or threatening behavior toward school personnel either on the telephone or in person be tolerated. The police will be called and disorderly conduct charges will be filed as per Article 26 of Illinois state law. The school board retains the right and authority to ban offenders from school property.

## Commercial Activities

All commercial activities designed for profit are prohibited on school property except for those organizations that are school related, or are approved by the board.

## Complaints

Persons with a complaint should direct their complaint to the person with whom the issue concerns first and then move to that person's immediate supervisor. If your complaint is not resolved, you may complete the formal complaint form found at the back of the handbook.

## Discipline

### Cafeteria Rules

- 1) Use appropriate voice tone and volume.
- 2) Use appropriate table manners at all times. (No throwing or playing with food. Leave the area clean and orderly.)
- 3) Keep hands and feet to self.
- 4) Follow cafeteria supervisor directions.
- 5) K-2 students are not permitted to use microwaves and should refrain from bringing lunch that needs microwaved.

### Citizenship

Good citizenship must be consistently displayed in order for the student to attend all field trips and to participate in clubs or extracurricular activities. Attendance of field trips will be at the teachers and administrators discretion. Jr. High conduct grades will be based upon the number of points earned in the quarter. Citizenship grades are not included in GPA. Students will earn a weekly mark for citizenship that will be cumulative for the school year, affording the student the opportunity to correct his or her rating.

### Detention Assigned by Administration

Noontime detention will be served in Superintendent's Principal's office. Students are required to work quietly on homework or read during the detention period. If students fail to do so, additional detentions may be assigned. Noontime detention will be served during lunch and lunch recess time.

### General Rules

All students are expected to display appropriate behavior and good citizenship while at school. This includes on the playground, on the bus, in the classroom, hallways and restrooms.

### Office Discipline (105 ILSC 5/10-20.14)

Immediate intervention will be conducted by the staff member who is supervising the student. If the violation occurs in the classroom, the teacher will invoke the Classroom Management plan as approved by the building administration. For acts of misconduct involving behaviors whose frequency or seriousness tends to disrupt the learning climate of the school, the student will receive an office discipline referral. Included in this are behaviors which do not represent a threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of the administrative personnel. **Student discipline action applies to all before and after school activities including the bus, field trips, sports, and clubs. Student discipline may affect a student's eligibility to participate in sports and other extracurricular activities. Please see the Sports Handbook for specific details.** Along with repeated disruptiveness, the following behaviors will result in a office discipline referral:

- 1) Using, possessing, distributing, purchasing or selling alcohol or tobacco materials. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

- 2) Using, possessing, purchasing or selling illegal drugs, controlled substance, "look-alike" drugs or drug paraphernalia. A look-alike drug is defined as a substance not containing an illegal drug but one that a student believes to be or represents to be an illegal drug or about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance. Students under the influence or in possession of illegal drugs, controlled substances, drug paraphernalia or look alike drugs are not permitted to attend school or school functions.
- 3) Using, possessing, or transferring a weapon. A weapon is any object that can reasonably be considered, or looks like, a weapon that if used or attempted to be used to cause bodily harm, including but not limited to any gun, knives, brass knuckles, and billy-clubs. Any other item such as a baseball bat, pipe, bottle, lock, stick, pencil/pen is considered to be a weapon if used or attempted to be used to cause bodily harm. The superintendent or designee may grant an exception to this policy upon prior request of an adult for students participating in theatre, cooking, ROTC, martial arts and similar programs provided the item is not equipped nor intended to do bodily harm.
- 4) Using personal electronic devices that are not issued by the school or for misusing school-owned electronic devices. Electronic devices include all smart devices such as phones, iPads, smart watches, books, etc. Raccoon School does not and cannot ask students for passwords to social media accounts. Read exceptions under "Electronics" of page 7.
- 5) Disobeying directives/Disrespect/Insubordination. Refusal to comply with reasonable directives and being defiant is an example of such.
- 6) Using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes the use of violence, force, noise, coercion, threats, intimidation, fear, bullying or other comparable conduct.
- 7) Cheating. Students who cheat will be required to complete an alternate, but substantively equal task showing their own work. Credit will be earned for their own work.
- 8) Causing or attempting to cause damage to, or stealing or attempting to steal school property or another person's personal property.
- 9) Other acts of misconduct that are seriously disruptive and/or create a safety hazard to students, staff, and/or school property.
- 10) Involvement in gangs or gang-like activities including the display of gang symbols or paraphernalia.
- 11) Bullying, including cyberbullying will not be tolerated and will be considered gross disobedience and misconduct.
- 12) Sexual harassment
- 13) Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. Anyone with information about incidents of teen dating violence should report them to any school staff member including, but not limited to, teachers, support staff, and/or district administration. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.

Upon receiving a disciplinary referral, the administrator will meet with the student and/or teacher. Students will be advised of the reason they are sent to the office and allowed to explain their behaviors. The administration will apply the most appropriate consequence. The administrator maintains a proper, complete and accurate record of the offense and disciplinary action. Disciplinary actions may include but are not limited to:

- 1) Disciplinary conference.
- 2) Conference with parent/guardian by phone or in person
- 3) After school detention limited to 5 days per office referral
- 4) Withdrawal of privileges (recess, trips, parties, play day, extracurricular activities)
- 5) Removal from class for a "cool down" time
- 6) Seizure of contraband
- 7) Probation and behavior contracts
- 8) Assignment of Saturday School
- 9) In-school suspension, Saturday school, out-of-school suspension and expulsion
- 10) Parents may also be required to visit the school and spend a day with their student.

Notification of juvenile authorities whenever the conduct involves illegal drugs, look-alikes, alcohol and weapons.

#### General Playground Expectations

- 1) No fighting.
  - 2) No throwing snowballs.
  - 3) No inappropriate language.
  - 4) No contact sports.
  - 5) Respect others and their property.
  - 6) Follow playground supervisor directions.
- \*Wearing flip flop-type shoes may result in play restrictions.

#### Nuisance Materials

Students often bring items to school, which cause a distraction to them, to other students and/or to the teacher. Items such as trading cards, marbles, dolls, radios, recorders, and toys are considered nuisance items. If these items are confiscated, they will be held until the end of the day and given back to the student. Repeated violation of this will result in a discipline referral.

#### Suspension

A student may be suspended from school for any form of misconduct, disturbing to the morale and disrupting the orderliness of the school, at the discretion of the superintendent or principal. The following guidelines will be followed:

- 1) The superintendent/principal will send a letter to the parents or guardian within two days of the suspension stating the reasons for the suspension, the length of the suspension, the terms of reinstatement and the parent's right to request a review of the suspension with the Board of Education.
- 2) The superintendent/principal will present to the school board a copy of the letter sent to the parents.
- 3) The school board will act as a review board for all suspensions in which the parents request a review.
- 4) Review of suspension will be conducted in closed sessions.
  - a) The school administration shall proceed first and then the student and/or parent may respond.
  - b) Either side may provide witnesses to be called upon for testimony.
  - c) All witnesses shall be subject to inquiry by both parties.
  - d) The student and/or parents may keep a written record of the proceedings at their own expense.
  - e) The actions taken by the Board of Education will be entered into the board minutes.
  - f) The actions of the board will be final.
- 5) Student discipline may affect a student's eligibility to participate in sports and other extracurricular activities. Please see the Sports Handbook for specific details.
- 6) Those students suspended must return to school with their homework completed. If homework is not completed, addi-

tional time will not be granted for work to be made up and zeros will be given for the work. Parents must pick up homework. Homework will not be sent home with other students.

- 7) Those students being suspended must complete a "reflection packet" before being reinstated to class. The packet shall contain an assignment requiring the student to reflect upon his/her misconduct.

#### Expulsion

The Board of Education may expel a student when it is determined that the welfare of the school will be enhanced. The superintendent will make recommendation of the expulsion to the board. When conditions are warranted, the board may reinstate expelled students. The following procedures will be applied:

- 1) The superintendent will send a certified letter to the parents or guardian within two days of the decision to recommend expulsion stating the reasons for the recommendation and informing the parents of their right to appear before the board.
- 2) The superintendent will present to the board a copy of the letter sent to the parent or guardian.
- 3) All discussion of recommended expulsion at the meeting of the board would follow the guidelines as outlined in the school policy manual.

#### Chronic Misbehavior

Those students who year after year reach the end of the discipline process will be placed in an alternate discipline plan. This plan will be developed by a multidisciplinary team including teachers, parents and administration. Alternate placement may result after prolonged and repeated misbehavior.

#### Disciplinary Procedures for Death Threats

The following procedures will be implemented with any student in grades 4-8 who threatens to kill another student or staff member. The procedures will also be initiated if a student threatens to bring a weapon of any kind to be used against another person at school.

- 1) Notify parents.
- 2) Automatic 3 days suspension.
- 3) Notify police and school board.
- 4) Conference with parent.
- 5) Student's return to school is contingent upon parental verification that the student does not have access to guns or weapons.

#### Bus Discipline and Expectations

All students are expected to know and follow the rules and regulations governing the buses. The bus driver has the authority to operate the bus in a safe and orderly manner. Buses are equipped with video cameras. Bus tapes may be viewed by the drivers, administration, and law enforcement as needed. Bus rules include:

- 1) Keep hands and feet to self.
- 2) Be respectful to others.
- 3) No eating or drinking.
- 4) Remain seated while bus is in motion.
- 5) Use a quiet voice. No yelling or screaming.
- 6) Appropriate use of cell phones

Misbehavior on the bus will be treated in the same manner as misbehavior at school.

- 7) Masks must be worn at all times for bus drivers and students. Consequences for student's include:

1st time - Warning	4th time -- 1 month off the bus
2nd time -- 1 day off the bus	5th time -- Removed from bus
3rd time -- 1 week off the bus	the rest of the year

### Sexual Harassment

Sexual harassment means any inappropriate behavior of a sexual nature which is intimidating, hostile, or offensive. Sexual harassment can occur female to female, female to male, male to female, male to male, student to student, student to staff, staff to student and staff to staff. Those persons experiencing sexual harassment should report the incident to the principal. Sexual harassment will result in office discipline.

### Dress Code

Appropriate attire must be worn during school hours and at extra-curricular activities to promote success in the learning atmosphere. Not acceptable at school or extra curricular activities are halter tops, spaghetti strap tops, very short skirts or shorts. Jeans or shorts cannot have holes above the knee where skin shows. Midriff tops (showing tummies) are not permissible for all grades. Clothing with drug or alcohol advertisement or inappropriate slogans will also be unacceptable attire. No cleavage will be shown. Any type of pants that sag or are excessively baggy is prohibited. Tightly fitted pants of any type will be permitted only if the shirt/top covers the students front and back side at a modest length (not revealing of personal body areas) If there is a question, the superintendent/principal will make the final determination. Students who are improperly dressed will be provided with a t-shirt and shorts/sweats from the school. These items are clean. All borrowed items must be returned to the school the next day. Calls home for acceptable clothes will not be permitted.

### Going Outside to Play

Students will remain indoors if the temperature is below 32. The wind chill factor will also be taken into consideration. When the temperature is above 32, all children will be expected to go outside unless they have a doctor's excuse. Appropriate dress is encouraged for the weather.

### Gym Shoes

Students will be required to wear a clean pair of non-marking tennis shoes for PE. Flip flop-type shoes and sock-covered feet are frequently dangerous for PE activity.

### Electronics

Students may bring electronic readers and other electronic technology to school so long as it is placed in their locker or backpack for the duration of the school day. Devices may be taken on field trips or bus rides with the permission of the classroom teacher or bus driver. Students may not take pictures or post information of or about other students on social media sites during the school day or bus ride.

### Internet Use Policy

All students must have a signed internet/network usage agreement on file before being allowed internet privileges. If a student violates the policy set forth in the usage agreement, computer privileges may be revoked.

### Emergency Procedures

In the case of emergency requiring the evacuation of Raccoon School, students will be transported to Kell School. Notification of the evacuation will be placed on the WJBD (100.1 FM radio and website) and a School Messenger text will be sent out.

### School closings

School closings due to inclement weather will also be reported in the same manner. If necessary, pre-determined snow routes may be utilized during winter months. The School Messenger system will be used for special announcements and emergencies. Please do not call the school, as the phone lines are very busy on such

days.

### Erin's Law

Erin's Law (105 ILS 5/10-23.13), requires schools to provide age-appropriate curriculum to address sexual abuse of children Pre-K through 8th grade. Raccoon School contracts an outside agency that specializes in such instruction. Parents may choose to exclude their child from this presentation via written documentation.

### Evening Activities

At all athletic events, we ask everyone to remain seated while the activity is in progress. At no time shall students be outside the confines of the gym, foyer, or restrooms. Tobacco products and/or smoking are prohibited on school property or where a school function is taking place according to Sections 10-20.5(b) and 34-18.11 of the Illinois School Code.

### Fees

Fee schedule for this school year.

Registration K-8 \$40.00

### Waivers of School Fees (105 ILSC 5/2-3.96)

Parents may apply for registration/book fee waivers and free/reduced lunch. Parents must provide proof of income and complete the application process to qualify for waivers.

### Field Trips

The superintendent/principal must approve all field trips, athletic events or other school-sponsored trips. On occasions in which parents are permitted to attend, they will be expected to assume the role of chaperone. Parents who attend field trips may drive to the field trip location, but must accompany their child during the entire portion of the field trip with the rest of the student group. The parent will be expected to act in an appropriate manner and refrain from inappropriate language, smoking, tobacco use, and alcohol. Violation of the policy could result in a chaperone request being denied for future trips. Although students will be required to ride the bus to the field trip event, they may ride home with the parent after being properly signed out. Students who leave early from a field trip will be counted as absent from school for the time that they are not under the supervision of school personnel prior to school dismissal time. No extra children or guests will be permitted to attend field trips with a parent. If a parent request for an immediate relative to chaperone in their place, written consent must be given to the school prior to the trip. Those wanting to chaperone on a field trip must fill out a chaperone request form. Filling out the request does not guarantee that a parent will be chosen to attend. Although we would like for all parents to attend trips with students, there are times when this is not possible.

The following guidelines will be apply to all trips:

- 1) One or more teacher-sponsors must be in charge.
- 2) Transportation for school activities will be by approved bus and certified driver.
- 3) Trips should not require the students to be gone overnight unless approved by the Board of Education.
- 4) An estimated time of departure and arrival must be provided, along with alternate plans should something cause the activity to be changed.
- 5) Students must provide a permission slip signed by their parent/guardian before participating. (A permission slip will be signed at enrollment to cover all field trips. Information concerning all trips will be provided for parents prior to trips.)
- 6) Students are permitted to attend their own class field trips. Students will not be permitted to attend a sibling's field

- trip.
- 7) Student who misbehave on a field trip will not be allowed to attend the next field trip.
  - 8) Students must ride the bus to and from the field trip unless otherwise pre-arranged.
  - 9) Students must have at least a C- citizenship grade in order to attend all field trips.
  - 10) Administration has the final decision on all extracurricular trips and who attends.
  - 11) No transportation will be provided for athletic events unless they fall during the early portion of the school day. Parents will be notified.
  - 12) Chaperones must complete a District Chaperone Agreement form.

Gum chewing is prohibited on school premises.

### Health Care

#### Administration of Medicine (105ILSC 5/10-20.14b)

Only those medications that are necessary to maintain a student in school and those which must be given during school hours shall be administered. For the protection of the children, before any child is allowed to take prescription and/or non-prescription medication at school the following steps recommended by the State Board of Education and Illinois Department of Public Health must be followed:

- 1) Parents/guardians must obtain a written order for prescription and non-prescription medications from the child's doctor to be presented at school before the medication can be given. This order will be kept in the school health files.
- 2) The parent/guardian must present a written request that the medication be given during school hours. It is the parent's/guardian's responsibility to bring the doctor's order and written request form with the medication to the school.
- 3) The medication must be in the original container or bottle properly labeled by the pharmacist. Over the counter medications shall be brought in with the manufacturer's original label, and the child's name affixed to the container.
- 4) This medication will be kept in a locked space or container for safe storage. Refrigerated medication will be kept in a secure area of the refrigerator.
- 5) With the parent's/guardian's consent and the doctor's order on file, the medication may be given only by certified school personnel with the exception of asthma medication. The student may self administer asthma medication upon the directions of the physician provided parents complete the necessary request forms.
- 6) Each dose of medication shall be documented by the person administering the medication. If the medication is not given as ordered, the reason shall be documented and signed.
- 7) Students may not carry medication of any kind (except for approved inhalers) while at school or on the bus, including prescription and over the counter medications. If a student is found to be carrying medication, it will be confiscated and kept in the office until a parent can pick it up.
- 8) Requests by a parent/guardian for an herbal remedy (including essential oils) and/or an over the counter supplement to be given to a student which is not approved by the FDA will require a written order from a physician, physician's assistant, or nurse practitioner along with written permission from the parent/guardian. The herbal remedy/over the counter supplement must be in an unopened, original container and delivered to the school by the parent/guardian.

The school retains the discretion to reject requests for administration of medication. All permission for any medication shall be renewed at the beginning of each school year. Changes in medication shall have written authorization from the licensed prescriber. The parent/guardian will be responsible at the end of the treatment

regime for removing from the school any unused medication. If medication has not been picked up by the end of the school year, the medication will be disposed of and documentation made in the student health file. Individual health plans will be developed as needed.

#### Emergency Action Plans

If any student has been diagnosed with any of the following, but not limited to: seizure disorder, asthma, anaphylactic reaction to allergies (requiring an Epi-pen), parents/guardians will be responsible for obtaining an emergency action plan filled out by the student's physician and returning it to the school to be kept in the student's medical file. They parent/guardian will also be responsible for supplying the school with the emergency medications, necessary equipment, and the Medication Permit to be kept in the medical file.

#### Emergency Care

In the event of an accident or serious illness during the school day, the school will provide emergency care until the parents or their designated medical authorities assume responsibility. The school will notify the student's parent's/guardian's as soon as possible. Parents must leave the names of two individuals who may be contacted for emergency care in case the school is unable to reach the parents. If emergency numbers are not provided, students have not completed the registration process and will be denied attendance.

#### Head Lice

All students are to be lice and nit free to be in attendance. Students with head lice will be sent home for treatment. Students will be readmitted to school only after a follow-up check by the nurse or office staff to verify the absence of lice or nits. 1 day will be permitted for the treatment of head lice. Absences after 1 day will be counted as unexcused. If the student has three separate instances of head lice each following absence will be an unexcused absence. Students will not be allowed to ride the bus before this check. Proof of treatment must be provided. (Dated receipt/empty shampoo bottle)

#### Notification of Pesticide Use (415 ILSC 65/3)

Illinois School Code provides for the notification of parents by the school district when the school is sprayed for pests in or around the building. This information and/or schedule will be provided upon written request.

#### Homeless Students (McKinney Vento Act)

Students who are classified under the McKinney-Vento Homeless act may be qualified for admission exemptions and other benefits as defined by the law.

#### Insurance

Currently, the school carries accident insurance for all students enrolled at Raccoon School. The school board does not in any way acknowledge liability or even the responsibility for providing the protection. The school is not responsible for medical expenses resulting from an injury on school grounds or during school hours as per Illinois School Code. The insurance carried by the school has been elected by the School Board and may not be renewed from year to year. Insurance maintained by the school for student injury is supplemental in nature and is always secondary to the coverage held by the parent whether provided by an employer, the government, or via a personal provider.

#### Invitations and Birthdays

Invitations to parties may only be passed out in class if there is one for every student. Rosters, names, addresses, and telephone



numbers for students cannot be given out. [Grades K-5 can bring store bought birthday treats.](#)

### **Mandated Reporter Law**

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

### **Meals**

Breakfast and lunch are served at the school every day that school is in session, including early dismissal days. A menu is put out a week in advance of each coming month and will also be posted on the school website. Raccoon School participates in the National School Lunch programs and offers the Community Eligibility Option which provides for free meals for all students in the District.

### **Movie and Videos**

All movies shown during school and at evening activities will be screened for appropriateness. The district will show only those movies or videos with ratings of G or PG. Movies with the rating PG13 or greater will not be shown unless permitted as a portion of the curriculum and after parental permission.

### **Parent Involvement**

#### **Booster Club**

Raccoon sports are very well supported by a booster club that financially supports all sports programs at our school. The Raccoon Booster club holds fundraisers and maintains all concessions at school events to raise money for our students. All parents are encouraged to join and support the Raccoon Booster Club.

#### **PTO**

The Parent/Teacher Organization is the main fundraising body of the school. Proceeds from the fundraiser are used to purchase field trips and materials for the school. The PTO helps to organize events to foster community involvement and provides activities to support the students. Raccoon School is very proud to have an active and supportive parent-teacher organization. All parents are encouraged to have an active involvement in the Raccoon PTO.

#### **Pee Wee Association**

Students in grades 3 and 4 may participate in an extra curricular basketball/cheerleading program. Students must meet eligibility requirements as outlined in the handbook.

### **Pictures**

A photographer designated by the superintendent may take individual student pictures each year. Every student will have his/her picture taken in the fall. This picture will be used in the yearbook. A spring picture packet will be offered for those individuals wishing to participate. If you do not wish your child to participate in spring pictures, please notify the office.

### **Records Illinois School Student Records Act**

All student records at Raccoon shall be kept pursuant to the Illinois School Student Records Act, revised Statute of 1985, Chapter 122, par. 50 concerning a student and by which a student may be individually identified, maintained by a school or at its direction or by an employee of a school regardless of how or where the information is stored.

#### **Records Inspection and Release (105 ILSC 10/3)**

A parent or any person specifically designated as a representative by the parent, shall have the right to inspect and copy all school student permanent and temporary record of that parent's child. A student shall have the right to inspect and copy his or her school student record. A parent's or student's request to inspect and copy records must be grant-

### **Destruction of Student Records**

No student records or information contained therein may be released, transferred, disclosed or otherwise disseminated without written parental consent. Before any school student record is destroyed or information deleted, the parent shall be given reasonable prior notice at his or her last known address in accordance with regulations adopted by the State Board and an opportunity to copy the record and information proposed to be destroyed or deleted.

### **Search of Student's Property**

If there is reasonable suspicion that a student might be hiding items that are illicit, stolen, illegal, and/or dangerous, the faculty is authorized to search the student's locker or other property. Such search may be made after first being refused permission to search by the student. A faculty member in the presence of the superintendent or designee may make such a search.

### **Telephone Usage by Students**

Students will not be called away from class to receive a phone call unless it is an emergency as deemed by the administration. Students may use the telephones only with permission from the teacher before and after school and during lunch hour.

### **Title IX: Sex Discrimination**

Raccoon affirms that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education or activity receiving federal financial assistance. No discrimination due to race, color, or national origin, or refusal of admittance or segregation because of race, color or national origin shall occur. All students within the school district are provided equal opportunities in all educational programs and services.

### **Transportation of Students**

#### **Pick Up Students**

School is dismissed at 3:00p.m. If students are not to ride the bus home, parents should pick students up promptly at 2:55p.m. There are no arrangements for student supervision after school except for school sponsored activities. Students are not to stay after school for sporting events or for practices unless they are to begin immediately after school or unless the coach has agreed to supervise the students for the period between dismissal and the time practice begins. Pick Up students will be dismissed first and will be dismissed out of the front doors in the cafeteria. Parents picking students should pull in the east end of the circle drive in a single file line. School personnel will escort all pick up students to vehicles. Parents entering the school may park on the south edge of the circle drive.

**Bus Riders**

Bus Riders will board the bus behind the school building after car riders are dismissed. Parents must notify the school if their student is not riding the bus on any given day. No one will be permitted to board a bus and take a student off, take a student out of line or interfere with the safe loading of the buses.

**Response to Intervention**

RTI is a state mandated program that allows progress monitoring for all students. Students will be tested at least three times a year to ensure academic success. Additional intervention services will be provided for students that test accordingly. Parents with struggling students are encouraged to call the school to learn more about available help for students.

**Special Education**

The district provides services for those students identified as having a learning or behavior disability. Students may be referred for services by staff or parents.

**Speech Services, Occupational Services, Physical Therapy Services, and Visually Impaired Services**

A full range of therapies and services are provided for students identified as having a disability requiring such services.

**Title I**

Raccoon School provides support in reading and math for students identified as academically at risk.

**Visitors**

Visitation of the school by parents, relatives, and citizens will be limited. All visitors are required to first go to the school office to register. This registration is mandatory and necessary to provide for the safety of the students. The superintendent/principal is authorized to deny visitation rights, when, in his/her opinion the visitor poses a threat or disruptive influence to the educational process. The superintendent/principal is authorized to use all legal means and authorities at his/her disposal to remove undesirable visitors from school property.

**Weapons**

Guns, knives, and look alike weapons shall not be brought to school. See "Discipline" item #3.

**Wellness Policy**

Raccoon School has a Wellness Policy in place in an effort to promote healthy eating habits. Therefore, room parents and others helping to organize classroom events should be supportive in offering snacks and treats for students that are healthy.

**Calendar**

August 16	Teacher Institute
August 17	First day of students (2:00 dismissal)
Sept. 3	Half Day In-service (11:30 dismissal)
Sept. 6	No School-Labor Day
Sept. 27	Fall Pictures
Oct. 8	Half Day In-service (11:30 dismissal)
Oct. 11	No School-Columbus Day
Oct. 26	Evening P-T Conferences (4:00p.m.-7:00p.m.)
Oct. 27	Evening P-T Conferences (3:00p.m.-6:00p.m.)
Oct. 28	No School P-T Conferences
Oct. 29	No School-Teacher Institute
Nov. 11	No School-Veteran's Day
Nov. 12	Remote Planning Day- No School for students
Nov. 16	Picture Retake & Club/Sports Picture Day
Nov. 23	2:00 Dismissal
Nov. 24	No School
Nov. 25	No School-Thanksgiving Break
Nov. 26	No School-Thanksgiving Break
Dec. 21	2:00 Dismissal
Dec. 22	Christmas Break Begins
Jan. 3	School resumes
Jan. 14	Half-Day In-Service (11:30 dismissal)
Jan. 17	No School-Martin Luther King Day
Feb. 18	No School-Teacher Institute
Feb. 21	No School-Presidents' Day
March 10	Spring Pictures
March 18	Half Day In-service (11:30 dismissal)
April 8	2:00 Dismissal
April 11-18	Spring Break
April 19	School Resumes
May 20	Last Day of School-2:00 dismissal
May 23	Teacher In-Service

**\*School will dismiss at 2:00 on the first and third Wednesday of each month.**

**Grade Reporting Periods:**

1st mid-Term	Sept. 14
Mid-term home	Sept. 16
1st quarter ends	Oct. 14
Report cards home	At P/T conferences on Oct 26-28
2nd mid-term	Nov. 17
Mid-term home	Nov. 19
2nd quarter ends	Dec. 21
Report cards home	Jan. 4
3rd mid-term	Feb. 1
Mid-term home	Feb. 3
3rd quarter ends	March 8
Report cards home	March 11
4th mid-term	April 19
Mid-term home	April 21
4th Quarter ends	May 20
Report cards sent home	May 20