

## EAST SIDE INTERMEDIATE SCHOOL

NAME: \_\_\_\_\_

### **PREAMBLE**

This handbook is provided to students and their families to acquaint them with the rules, regulations, procedures, and other relevant information necessary for the orderly functioning of our school. It has been structured to help promote student progress and is in the interest of modeling appropriate school governance. In addition, this handbook provides for the physical and psychological safety of the students through appropriate rules and regulations.

When violations of school disciplinary rules and regulations occur, it is the responsibility of teachers and administrators to work with the student, his or her parents, and other support personnel to help the student correct his or her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous history, his or her age and maturation, any mitigating circumstances, and the effect of his or her actions on the welfare of the school community.

The student has a right to know what is expected of him/her. Students and parents must realize that the handbook is not comprehensive, nor is it all inclusive. It is impossible to list every rule, violation or action to each incident. Qualified educators are responsible to interpret and apply guidelines set forth in the handbook as fairly and accurately as possible. Students and parents are responsible to learn what is expected and then to responsibly fulfill reasonable expectations.

### **DISTRICT MISSION STATEMENT**

Recognizing that all students have unique needs and different developmental skills, the faculty and staff of the Harrisburg Community Unit #3 School District will provide a comprehensive, technological, and challenging program of learning experiences that will allow all students to develop academically, socially, emotionally, physically, and aesthetically.

### **EAST SIDE INTERMEDIATE SCHOOL MISSION STATEMENT**

*East Side School's goal is to provide students with:*

- 1) Basic knowledge and the skills to use it.
- 2) Competence in communication skills.
- 3) The skills to engage in technology application.
- 4) The capacity to think critically and solve problems.
- 5) Individual growth through personal responsibility and development of a positive self image.

**ABSENCES**

Full credit will be given for excused absences provided all work missed during such absences has been made up to the satisfaction of the teacher. By law and district policy, **EXCUSED ABSENCE** is granted for the following:

- 1--illness of the student
- 2--serious illness or death in the immediate family
- 3--family emergency
- 4--medical and dental appointments
- 5--Approved religious activities
- 6--situations beyond the control of the student as determined by the principal or circumstances which give concern to the parent for the safety or health of the student
- 7--In addition to the above reasons for excused absences, the principal may approve requests made by parents in advance, in person or by written note/email to the office for absences for other stated reasons.

In the event of an **UN-EXCUSED ABSENCE**, a penalty of loss of grades will be imposed. Un-excused absences are defined as follows:

- 1--absence without the knowledge of parents
- 2--absence if the reason was misrepresented
- 3--absence without valid reason where parents made no attempt to gain permission
- 4--absence when a student is excluded from school by school officials for health or disciplinary reasons

**ABSENCE NOTIFICATION**

If your child is going to be absent from school, please call the school office @ 253-7637, Ext. 4000 between 8:00 and 9:30 a.m. or leave a voicemail before 8AM and give the following information:

- Your Name
- Student's Name
- Student's Teacher
- \*\*Reason for Absence

By doing so, we will know that your child is accounted for and something has not happened to him/her on the way to school. If we receive no call for an absentee by 9:30 a.m., we will begin calling home informing you of your child's absence. If no verification is received for the child's absence, the student is recorded as ABSENT UN-EXCUSED for the day. Verification from the parent by phone or note will be necessary before the child can be excused and allowed to make up work. After 3 days, a doctor's verification of illness is required. Students who accumulate more than 5 unexcused or a total of 10 absences (excused or unexcused) for the school year will be required to provide a doctor's excuse for any additional absences. Additionally, after 9 unexcused absences the matter will be turned over to the State's Attorney and the Saline County Truancy Board.

\*\*Remember, some reasons for absence may require you to come to the office and complete the proper form (see #7 under "Absence" ) if your child is to be excused/allowed to make up work.

**ACCOMMODATING INDIVIDUALS WITH DISABILITIES**

The following is a description of the rights granted by federal law to students with handicaps. The intent of the law is to keep you fully informed concerning decision about your child and to inform you of your rights if you disagree with any of these decisions.

Parents have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her handicapping conditions.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, placement of your child.
4. Have your child receive a free appropriate public education. This public education program includes the right to be educated with non-handicapped students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school related activities.
5. Have your child educated in facilities and receive services comparable to those provided non-handicapped students.
6. Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act (PL101-476) or Section 504 of Rehabilitation Act (PL 93-112).
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, education program, and placement.
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records.
13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing.
14. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you.
15. Ask for payment of reasonable attorney fees if you are successful on your claim;
16. File a local grievance.

The District Superintendent is responsible for assuring that the district complies with Section 504. Telephone number 618-253-7637.

### **ARRIVAL AT SCHOOL/SCHOOL DAY**

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The school day for East Side Intermediate students is as follows:

3rd - 5th ----- 8:10- 2:45

Students should enter the building from the Church Street entrance or East entrance by the gym and cafeteria in the morning. The West/playground entrance is NOT open. We ask that students not arrive at school before 7:45 a.m. There may be exceptions to this (breakfast program, bus rider) and those who do arrive before 7:45 a.m. are to go to the gym or cafeteria.

At the 8:00 bell, all students will go to their classroom areas to put away coats, get drinks, use the restroom, etc. All students are to be in class by 8:10 a.m. ready for the opening exercises which start the school day.

If a student arrives after the regular beginning of his/her school day, the student must report to the office. The tardy bell rings at 8:10AM. There the student is signed in on the tardy roster and a tardy slip is issued to admit that student to class. Repeated tardiness without valid excuse will result in extra study time being assigned to make up for class time missed. Valid excuses for **tardiness** are the same as those for excused absences. Written verification from a parent is required for students to be considered "tardy excused" due to illness, dental or doctor appointments, etc. After **9:00** am students are no longer tardy but counted absent at least 1/2 day of attendance. **Tardiness** will be based upon these same 150/300 minute guidelines. Students with an un-excused tardy will be assigned make-up time at recess. Repeated un-excused tardies will result in lunch detention.

Students are not permitted in the building or on grounds after school hours unless under the supervision and direction of school personnel.

### **ASBESTOS**

East Side has no asbestos containing materials present in building materials of the school. An inspection was conducted by G.J. Environmental, Carbondale, IL, in accordance with the Federal Asbestos Hazard Emergency Response Act (AHERA) and an asbestos management plan prepared. This plan is available for review at the East Side office or District Unit #3 office.

### **ATHLETIC PARTICIPATION PERMISSION/INSURANCE**

In accordance with School Board Policy 7:300, students must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent/guardian written statement that the student is covered under a family insurance plan. Students must be present during the second half-day of school (11:30-2:45 constitutes a half day) in order to participate in an athletic event during that evening. Any absence after 11:30 will need to be approved by administration in order to participate that evening.

### **ATTENDANCE**

School attendance is a responsibility of both students and their parents. State law requires whoever has custody of a child between the ages of seven (7) and seventeen (17) years must send that child to a public school in the district of their residence the entire time that school is in session unless:

1. The child attends an appropriate private or parochial school
2. The child is found by a physician or psychiatrist to be physically or mentally unable to attend a regular school program
3. The child is temporarily excused for good cause by the principal
4. The child is necessarily employed, subject to the provision of the child labor laws, and with the consent of the educational service region
5. The child is over twelve and under fourteen years and in attendance at confirmation classes; or
6. The tenets of the child's religion prohibit secular activity on a particular day(s) or time of day.

Persons having custody of any child below the age of seven (7) or above the age of sixteen (16) and enrolled in any of the grades 1 - 12 are also responsible for the regular attendance of that child during the regular school term. In accordance with the policies of the Illinois State Board of Education, students present for 300 instructional minutes or more will be counted in full attendance for that school day.

Students present for at least 150 instructional minutes (but less than the 300) will be counted in attendance for one half (1/2) day only. **A typical half day is 8:10-10:40; a full day from 8:10-1:55.** A

student leaving before 10:40 would be considered a full day absent. **Tardiness** will be based upon these same 150/300 minute guidelines. Students with an un-excused tardy will be assigned make-up time at recess. Repeated un-excused tardies will result in lunch detention or loss of recess. In addition, multiple tardies may result in a home visit from our truancy officer.

**Students who accumulate more than 5 unexcused or a total of 10 absences (excused or unexcused) for the school year will be required to provide a doctor's excuse for any additional absences. Additionally, after 9 unexcused absences, the matter will be turned over to the State's Attorney and the Saline County Truancy Board.**

**BIRTH CERTIFICATES/HEALTH EXAM/IMMUNIZATIONS**

Birth certificates are required for children who are entering school for the first time (Kindergarten) and all students from out of the district entering Harrisburg schools for the first time.

Health exams are required by state law. Additionally, all students should show proof of required immunizations on or before the first day of school each fall. All new pupils from out of state must submit a current/Illinois physical examination and an up-to-date immunization record within 4 weeks of entry or will be excluded from school until these requirements are met. Students not in compliance with the health and immunization laws by the dates set forth in same will be excluded from school.

**INSURANCE**

A **student accident insurance** program is also available. The school will send home insurance brochures. The brochure will also outline options that are available. The school will provide an insurance form should an accident occur and you wish a claim to be filed.

(\*\*NOTE: separate checks must be written for insurance and book rental; the school does not process the purchase of insurance).

**BREAKFAST/LUNCH/NOON HOUR/MILK**

We would like to recommend that students who bring their lunch have their name on/in their lunch box/sack. Additionally, parents should give careful consideration to the content of lunches brought into school ---- for your child's benefit, sodas and less nutritional "fast food" should be limited. If parents choose "fast food" for their children, the school would prefer students eat "out," and not in the cafeteria where this sets a bad example/unnecessary temptation for classmates.

A CLOSED NOON HOUR is in effect at East Side School. We feel this policy provides maximum safety for your child, improves pupil nutrition, and maximizes instructional time. For a student to leave school during lunch or anytime other than regular dismissal, it will be necessary for a parent to come to the school office and sign the student out; the student must also be checked in at the office. **A note, fax or email from parents is required for students to sign out to lunch with another child/parent.**

\_\_\_\_\_All lunch periods will be forty-five (45) minutes in length according to the following schedule:

Grade 3 (A)	.....	10:50-11:35
Grade 3 (B)	.....	10:55-11:40
Grade 4 (A)	.....	11:30-12:15
Grade 4 (B)	.....	11:35-12:20
Grade 5 (A)	.....	12:10-12:55
Grade 5 (B)	.....	12:15-1:00

**BUS RIDERS/BUS CONDUCT**

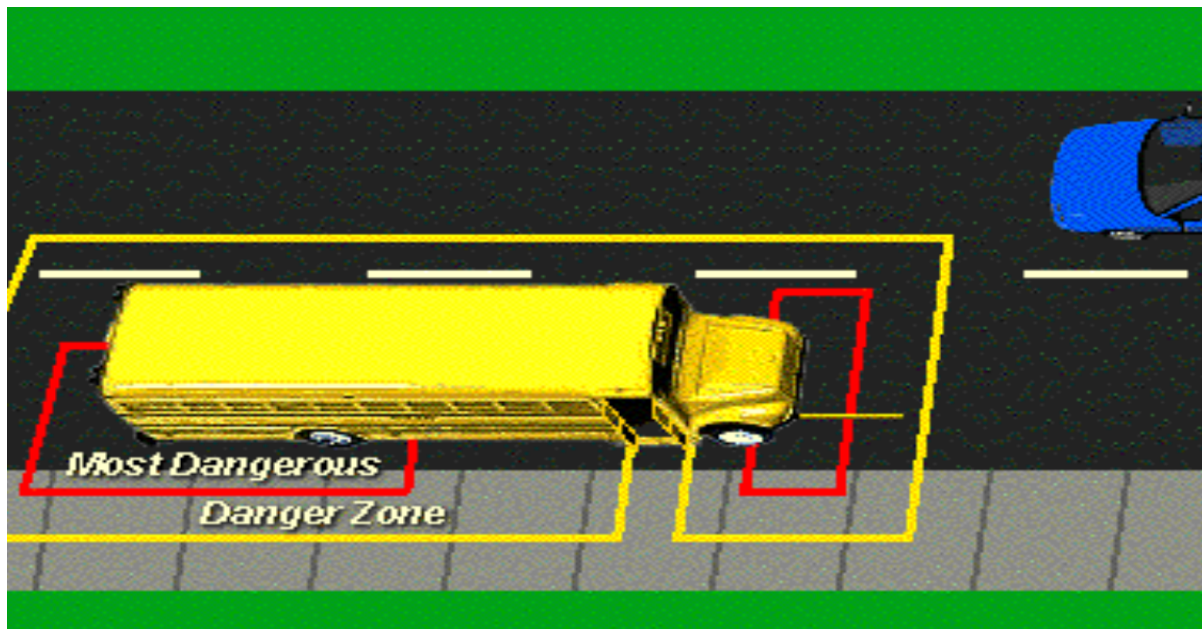
Only students who live 1 1/2 miles or more from school or reside in a hazardous route area are eligible for bus transportation. Inquiries concerning transportation eligibility should be made to Mr. Randy

Smithpeters, Director of Transportation. He may be reached at Harrisburg High School. The principal has the right to revise the request.

A **PARENT NOTE** is required for riding a different bus, getting off the bus at an unassigned designation, or for a non-rider to go home with another student on the bus.

This note must be authorized PRIOR to riding by the principal and assistant principal who supervises busses. If a student is to ride to a destination other than home on a regular or extended basis, a request must be filed with and approved by the transportation director. IF NOT DIRECTED OTHERWISE BY PARENT, STUDENTS WILL BE PLACED ON THEIR REGULAR BUS.

School bus riders, while in transit, are under the supervision of the bus driver or the supervising adult (coach, teacher, etc.). Bus riders and their parents are responsible for their conduct on the bus. Parents should review the "Bus Conduct Rules" provided to all students and insist their children observe these regulations. Failure to comply with these rules of conduct may result in disciplinary action and/or suspension from riding the bus! As a rule, first bus reports result in a warning, second may result in detention, and a third or more in suspension from the bus. Administration reserves the right to change the disciplinary decision based on the infraction. These rules apply to any student who rides a school bus for any reason anytime during the school year. Busses are equipped with video cameras and children may be videotaped while riding on the bus. This tape may be used in disciplinary proceedings which could result in suspension from the bus.



### **BUS SAFETY RULES-ADMINISTRATIVE PROCEDURE**

The Building Principal shall distribute the following rules to all students. Those students not qualifying for school bus transportation to and from school should receive a copy because they, may, from time-to-time, be transported to school activities by school bus.

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.

4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
6. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
7. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
8. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
9. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
10. Never run back to the bus, even if you dropped or forgot something.

### **CALENDAR/LUNCH MENU/NEWSLETTERS**

Every month, a school calendar will be sent home. The calendar will highlight coming events and activities of interest and include the lunch menus for the month. In addition, newsletters will be included from time to time which address current issues of interest and report on recent activities and achievements.

### **CARE OF SCHOOL PROPERTY**

Students will be held responsible for the proper care of all books, supplies and equipment furnished by the school. Students who damage or deface school property will be expected to pay for the damage and be subject to disciplinary action and/or possible prosecution.

### **CELL PHONES**

Student cell phones at school are becoming more common, even for our intermediate age students. While it is not a problem for students to possess a cell phone/smart watches, the phone must be turned off and kept in their backpack. Students are not permitted to use cell phones/smart watches during any part of the school day as they are a serious distraction in the academic environment and could potentially infringe upon individuals privacy in the school setting.

### **CROSSINGS**

Crossing areas have been marked for students to use while traveling to and from school. At the intersection of Main and Poplar, students should obey the traffic lights. The crossings at Skaggs, Mill, South, and Gaskins will be supervised by student patrols. An adult will supervise the crossing at Mill and Church as well as the dangerous crossings at Poplar and Mill and Church and Main. Additionally, **PARENTS BRINGING CHILDREN TO SCHOOL SHOULD LET CHILDREN OFF AT CROSS WALKS IF THEY MUST CROSS A STREET.** Use the corners of Mill and Church or Church and Gaskins.

In the interest of safety, **do not drop or pickup your child(ren) mid-block. Children will not be permitted to cross mid-street!** Failure to comply could result in disciplinary action, but more importantly, could result in serious or even fatal injury. All crossings have been established to provide reasonably safe places for your child to cross streets adjoining the school. Please see that your children use these crossings and do not put them at risk for what you perceive as inconvenience.

### **DENTAL**

Each of the children in Kindergarten, 2nd grade and 6th grade must present proof on the appropriate form of having been examined by a dentist before May 15 of the school year. If a child in grade 2 and 6 fails to present proof by May 15 then the school may hold the child's report card until one of the following occurs:

- 1.the child presents proof of a completed dental examination;
- 2.the child presents proof that a dental examination will take place within 60 days after May 15;
- 3.the parents obtain a waiver from the Department of Public Health or provide objection to the dental examination on religious grounds.

A dental program sponsored by the Delta Dental Plan of Illinois, under contract with the Illinois Department of Public Aid, is available to all students who qualify for Free or Reduced Priced Lunches.

### **DISCIPLINE---AUTHORITY & JURISDICTION**

Each teacher, and any other school personnel when students are under his/her charge, is authorized to impose disciplinary measures, which are appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

Grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On school grounds before, during, or after school hours and at any other time when the school is being used by a school group
2. Off school grounds at a school activity, function, or event
3. Traveling to or from school or a school activity, function or event; or
4. Anywhere, if the conduct may reasonably be considered a threat or attempted intimidation of a staff member, or an interference with school purposes or an education function.

While teachers each have discipline plans for their individual rooms, a building wide discipline plan also will apply to all students.

*What is PBIS?* PBIS stands for Positive Behavioral Interventions and Supports. This is a school wide program used to ensure safety, promote citizenship, and to improve our school's ability to teach as well as support positive behavior in all of our students. The East Side Faculty and Staff have been working very hard to implement our PBIS program because it is a consistent way to promote and reward positive and appropriate behaviors in students here at school.

*What Is Appropriate or Positive Behavior?* The appropriate or positive behaviors we hope to promote are to:

- D - Demonstrate Responsibility
- O - Offer Respect
- G - Get Ready to Learn
- S - Stay Safe

*East Side is looking for a few Good DOGS ---What Do Good DOGS Look Like?*

	Classroom	Hallway	Playground	Restrooms/Drink Breaks	Gym	Cafeteria	Media Center	Bus	Nurse's Office and Office
Demonstrate Responsibility	Be on time.	Keep your hands to your sides or in your pockets.	Use the equipment the correct way.	Take care of your business.	Walk to your assigned area.	Stay in lunch line order.	Return books on time and in good condition.	Follow the bus conduct rules.	Have a note or a reason to be in the nurse's office/office.
Offer Respect	Follow directions the first time they are given.	Stay quiet as you walk through the building.	Follow directions the first time they are given.	Pick up and throw away your trash.	Follow directions the first time they are given.	Talk quietly, use good manners, and be polite.	Give the teacher "5" and stay quiet as you travel to and from the media center.	Keep your hands/feet/objects to yourself & use appropriate language.	Wait patiently for your turn.
Get Ready to Learn	Have your materials with you: paper, pencil, Bulldog Binder, AR book, and homework.	Get to your destination quickly, quietly, and politely.	Line up promptly to get back to class.	Get back to class quickly, quietly, and politely.	Always try your best.	Line up promptly.	Take your AR test, check out your AR book, and get back to class.	Take your materials off the bus and into the school.	Get back to class quickly, quietly, and politely.
Stay Safe	Keep your hands, feet, and objects in your possession to yourself.	Face forward and stay in a straight line.	Stay in your assigned area of the playground.	Wash your hands.	Stay in your assigned area of the gym.	Throw all trash away and walk to the playground or classroom.	Stay in your assigned area.	Stay quiet and stay in your seat at all times.	Follow the directions given to you by the nurse or the office.



*What Rewards Do We Give?* Students who demonstrate positive behavior can receive rewards such as:

- 1) Tickets
- 2) Weekly Classroom Prizes
- 3) A Free Recess
- 4) Movie and Popcorn Days
- 5) Prize giveaways
- 6) Special Events

*What About Students Who Do NOT Show Appropriate or Positive Behaviors?* Students who choose inappropriate or negative behaviors can receive disciplinary actions\*\* such as:

- 1) Loss of Privileges
- 2) Recess Detentions
- 3) Lunch Detentions
- 4) In-School Suspensions
- 5) Out-of-School Suspensions

\*\*Board Policy 7-140

\*\*Consequences are always subject to acceleration depending upon the type and severity of the misconduct. As in all disciplinary actions, students will be afforded due process.

### **Physical Aggression**

**Anytime your body or an object in your control comes in contact with another person with the intent to harm, it is called physical aggression. There is little tolerance for physical aggression!**

First Offense:	Lunch Detention and Parent Contacted
Second Offense:	Three (3) days In-School Suspension and Parent Contacted
Third Offense:	Parent Conference, Police Notified, Five (5) days In-School Suspension
Fourth Offense:	Parent Conference, Police REPORT Filed, Three (3) days Out- of -School Suspension
Fifth Offense:	Parent Conference, Police CHARGES Filed, Five (5) days Out-of-School Suspension

The procedures listed above are always subject to acceleration depending upon the type and severity of the assault. As with all cases of discipline, students will be afforded due process.

Harrisburg Community Unit #3 School District has also established policies on the use of behavioral interventions for students with disabilities. A fundamental principle of these policies is that non-aversive or positive interventions designed to develop and strengthen desirable behaviors should be used to the maximum extent possible, and are preferable to the use of aversive and more restrictive procedures. All of the procedural protections available to students with disabilities and their parents or guardians under the Individuals With Disabilities Act (IDEA), including notice and consent, opportunity for participation in meetings, and the right to appeal, must be observed when implementing/developing behavioral interventions.

**Finally** , if a discipline situation arises that is unclear to parents/guardians, it is advisable that the parent/guardian contact the teacher to discuss the situation. This procedure will establish positive communication between the school and home.

*If a Student Chooses Inappropriate or Negative Behaviors, What Does Our Referral Form Look Like?*



**East Side Intermediate  
Harrisburg CUSD #3  
253-7637, Ext 4000**



**Office Referral Form**

**Location**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Gym      Office      Hallway      Bus  
 Playground      Restroom      Media Center      other:  
 Cafeteria      Classroom      Nurse

Failure to:	Possible Motivation	Administrative Decision
<b>D</b> emonstrate Responsibility <i>repeated misbehavior</i>	Obtain peer attention Obtain adult attention Obtain items/activities Avoid peer(s) Avoid adult(s) Avoid task/activity/work Don't know	Conference with teacher Conference with student Loss of privilege(s) Time out Recess Detention Parent Contacted Taken Home
<b>O</b> ffer Respect <i>physical aggression verbal aggression harass/tease/taunt theft/vandalism defiance</i>	Other: _____	Alternative Education _____ Days
<b>G</b> et Ready to Learn <i>tardiness (5) truancy unassigned area lack of homework</i>	Others involved:  <i>Peers    Staff    Teacher Substitute    Bus Driver Other    Unknown</i>	Out-of-School Suspension _____ Days  Other _____ _____
<b>S</b> tay Safe <i>weapons/contraband unsafe actions</i>		<input type="checkbox"/> Lunch Recess <b>DETENTION</b> has been assigned for:  _____
other: _____		(date)

**Comments:**

## **NONDISCRIMINATION**

Equal educational opportunities shall be available for all students without regard to ethnicity, gender, religious beliefs, disability, or social or economic status.

## **DISMISSAL/RELEASE FROM SCHOOL**

Dismissal occurs at 2:45 p.m. unless parents are otherwise notified. On occasions when school is to be dismissed early, parents will be notified in advance so they can plan the necessary supervision for their child(ren).

For a student to be released from school other than at regular dismissal time, the student must be signed out through the office by the parent or parent designee. If someone other than a parent is to sign a child out of school, please notify school by sending a note with the child. **No student will be released from school to any adult other than the custodial parent or guardian without the written or oral permission of the parent or guardian.** Those adults listed on the emergency card by the parent are considered as having authorization to pick up the child. This policy and procedure is for your child's safety and protection. THIS POLICY EXTENDS TO LUNCH TIME as well when friends may go to lunch with another child and parent. **A note, fax or email indicating parental consent** must be presented at the office before the child will be allowed to sign out for lunch with someone other than the parent.

*(See Early Dismissal information below)*

## **DRESS**

The Board of Education believes that the primary responsibility for student dress, appearance, and grooming rests with the parents and students. However, when such styles present a threat to the health or safety of students, or substantially disrupt the educational process, the principal shall take appropriate action. The principal shall have the final determination of what constitutes such threat or disruption. Failure to comply may ultimately result in disciplinary measures being taken against the student.

The following types of clothing will **not be permitted**:

- Cropped tops which bare the midriff
- Fishnet clothing with nothing underneath
- Tank tops
- See-through clothing of any type
- Tops with spaghetti straps, or other designs that expose large areas of skin
- Sagging pants (those that fall below the waist)
- Short Shorts

Shoes worn to school may not have a heel more than one inch

We also teach students about and support a drug free environment. Hats, caps, buttons, jewelry, or any attachment to the body which depicts tobacco, drugs, or alcohol is inappropriate as is clothing which displays crude language or is sexually explicit in word or image. Likewise, any apparel that promotes gang activity is prohibited. Startling and/or extreme hairstyles (i.e. spiked mohawk, dyed with unnatural color/tint, etc.) are unacceptable. Caps, bandanas, scarves, headgear, sunglasses, etc. may not be worn in the building (boys or girls). Additionally, body-piercing adornments, other than earrings, are prohibited at school and school functions.

## **DRILLS**

The procedure for each safety drill (fire, tornado, earthquake, intruder) is posted in every room in the building. Students will be made aware of these procedures and should follow them closely to insure their safety. Drills are held regularly.

## **EDUCATIONAL PROGRAM/TRANSFER/PLACEMENT/NON-PROMOTION**

The basic elementary curriculum consists of offerings in the areas of Language Arts (Reading, Phonics, Writing, Spelling), Mathematics, Social Studies, Health and Science, Music, Art, and Physical Education. The program is continually evaluated by both district staff and external agencies such as the Illinois State Board of Education and the North Central Association. In addition, student assessment in the form of nationally normed achievement tests, and locally developed criterion reference tests helps to monitor program success and provide information designed to improve student skills.

In general, children shall be placed at the grade level to which they are best adjusted academically and students are placed with teachers based upon the student's academic achievement and by gender in order to keep classes heterogeneous and class sizes as balanced as possible. **Students are not placed with teachers based upon parental request.**

A small number of children may benefit from staying another year in the same grade. Such retention would be considered when: the child is in grades K-2, or on more rare occasions, when the child is in grades 3-5; the child is achieving significantly below ability and/or grade level; retention would have a reasonable chance of benefiting the child; and consideration has been given to attendance, physical development, and parental attitude. The final decision shall rest with the principal after giving every consideration to the input from both the parent and teacher(s). The teacher or parent shall have the right to express a dissenting opinion in the student's file regarding the principal's decision.

### **EARLY DISMISSALS/EMERGENCY CLOSING**

For a variety of reasons, it may be necessary to cancel school or dismiss earlier than the normal end of the school day. The rural nature of many areas of the District, make Harrisburg particularly vulnerable. On days where snow or ice cause road conditions to become hazardous or on days when dangerous wind chills exist, parents/guardians are advised to listen to local media for school closing or dismissal information. School closing announcements will be made before 6:30 a.m. and early dismissal announcements as soon as a decision is made. We ask that you not call the school for information. Feel free to call with instructions for your child in emergency situations. We recommend that you discuss with your child what you will likely do in emergency situations so there will be no surprises.

In every closing or early dismissal situation, the Powerschool/Connect ED system will be used. WEBQ Radio will be called first followed by television stations KFVS-Channel 12, WSIL-Channel 3, and WPSD-Channel 6. Radio stations will be called as follows, but Harrisburg is not responsible for any TV or radio stations that do not answer phones or do not run information on a timely basis. WEBQ, Z100, Radio W3D.

### **EDUCATIONAL ADDITIONAL PROGRAMS and SERVICES**

*Special Education Services:* An appropriate education is provided for all handicapped students between the ages of 3 and 21 who live in the Harrisburg School District. If your child is handicapped or if you think he/she may be handicapped, please contact your child's teacher, the building principal, or the Special Education Coordinator for our district, Mrs. Kim Williams (at Harrisburg Middle School 253-7637). Programs for preschool "At Risk" and language-impaired students are also offered in the district.

*Title I Services:* The goal of Title I is to provide help in development of basic skills for qualified students.

The following Title I services are available for students enrolled in the Harrisburg School District:

Kindergarten through Second Grades--- Reading  
Third through Fifth Grades--- Reading and Math

New and/or transfer students may be screened by a Title I teacher in math and reading. If screening indicates a need for services, every effort will be made to provide these services.

*Pre kindergarten Program:* West Side School is the site for the Pre kindergarten program. It serves students in the 3-5 year old age range. Admission to the program is accomplished by a screening process conducted in the spring of the preceding year.

*After School Care:* West Side School is the site for the after school care program which serves students from 2:45 - 5:45 pm. For information regarding fees and scheduling, contact West Side School.

### **EQUAL EDUCATIONAL OPPORTUNITIES**

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

### **EXTRACURRICULAR**

The Harrisburg School District considers all extracurricular and other school-related activities as an extension of the educational program. Students being transported to and from, attending and/or participating in, activities are subject to the same rule governing conduct that apply to the regular educational program. Extracurricular activities are privileges extended by the district to students who wish to participate and who agree to comply with the rules and regulations established for the respective activity. Extracurricular activity is defined as any activity outside the regular school curriculum and includes, but is not limited to the following activities: Sports, Student Council, Band, etc. Participation in an extracurricular activity is a privilege extended by Harrisburg Unit 3 to its students. East Side Intermediate holds the participants of extracurricular activities to a higher standard of behavior than is the case for a nonparticipant. If a student is ineligible; they will not be allowed to participate in any contest or practice. Eligibility rules apply for all extracurricular activities. Students may not be failing one or more subjects. All students in extracurricular activities are subject to eligibility rules. East Side has the following rules regarding eligibility: If a student is not eligible, the participant will not be allowed to practice or participate in any games/events/activities for that week. The week will run Monday through Saturday of the following week. If an athlete/participant is not eligible for any three weeks during an extracurricular season, that participant will be dropped from that activity.(incomplete grades do not count as failures).

### **FIELD TRIPS/SPECIAL PROGRAMS**

Programs will be presented during the year for our students' enjoyment with the cost determined by the charge of the company presenting the program. Since there is no set fee, notification of the cost to students, if any, will be sent home by announcements. Also, during the course of the school year, various classes go on field trips. In some cases, the students will be asked to share the expense. In all instances, we will keep the fee as low as possible.

### **GANG ACTIVITIES**

It is the policy of this school to prohibit the wearing or display of any gang symbols, any act or speech showing gang affiliation, and any conduct in furtherance of gang related activities. Your child will be warned and immediately requested to stop such activity and the parent(s) will be contacted. Law enforcement officials may be contacted if the need arises. School personnel will report any such suspected activity to the principal or principal designee.

### **GRADING SCALE**

100 = A+  
93-99 = A  
85-92 = B  
77-84 = C  
70-76 = D  
0-69 = E

## **HARASSMENT/BULLYING**

Much research is being conducted regarding aggressive students who frighten, intimidate, and generally make life miserable for other students. This is typically done with demeaning or threatening behaviors which include harassing, physical or verbal acts, gestures, and making fun of others in various ways including rumors, notes, and Internet abuse. Such behavior is called bullying. Harrisburg is committed to make the daily life of students safe and free from an environment which negatively affects the learning and self esteem of others. When students are exhibiting behaviors that could be construed as bullying, even though there may be no physical threat attached to the behaviors, serious disciplinary consequences could result. Parents are **URGED** to contact the building principal if their child might be the victim of bullying. Names and dates greatly help the investigation process. If your child tells you about classmates being bullied, the administration would appreciate being alerted. Many students subject to this behavior never report it.

## **HEAD LICE SCREENING**

Head lice screening of all elementary pupils is done at the beginning of the school year or upon entry into school. We have a NO-NIT (eggs) policy, so please check your child(ren). If you find any evidence of head lice, begin treatment and nit removal immediately so your child will not have to be sent home, needlessly missing school days. Your child(ren) will not be allowed to attend until all lice and eggs have been removed to the satisfaction of the school nurse. **Students are granted no more than five (5) days EXCUSED for treatment.**

## **HOMEWORK**

It is our philosophy in Unit District #3 that homework is a vital part of the learning process. It enables parents to see what the student is doing in school, gives teachers another perspective on the student's abilities and progress, and opens new avenues of communication between parent and child. **Parental involvement in a child's school work** also provides the encouragement and positive reinforcement all youngsters need. Each classroom and grade level sets consequences for lack of homework.

If a student is absent from school, homework may be available, upon request, in the office AFTER 2:15 the day of the request. Students will have two (2) days for every day they are absent to make up the homework. Students are not permitted to make up work in the event of an un-excused absence.

## **ILLNESS/MEDICATIONS**

On occasion, students will become ill or injured during the course of the school day. When a student does not feel well, he/she is to report to the school office to see the nurse, nurse's aide, or secretary. The office will then contact the parents or emergency card numbers and make the necessary arrangements IF a student is to go home. Students are never to leave school without being signed out at the office by a parent, guardian, or person designated by the parent.

Children returning from an illness and having a written request from the family physician are permitted to remain inside during playground times for the period of time requested by the doctor. A parent request for one day will be honored.

A student must be fever free for 24 hours before returning to school.

In accordance with School Board Policy and State Medication Guidelines, children's' medications are to be given at home. **Only when absolutely necessary will medications be given at school and only if the following conditions are met:** the parent/guardian AND the child's doctor must complete and sign the required form (available in office) or parents are welcome to come to school to administer essential medications. (NOTE: this includes Tylenol or Aspirin as well as any other over-the-counter medications)

School personnel/staff may administer meds and/or treat students in case of an emergency and non-emergent cases.

Student possession of any medications is strictly prohibited.

Medications are NOT to be transported on school busses.

Additionally, the superintendent is authorized to establish rules and regulations that are designed to implement the board policy on "Students with Chronic Communicable Diseases."

### **INTERNET POLICY**

Students and teachers of Harrisburg CUSD #3 have access to internet. Internet offers a wide array of resources to both students and teachers. Our goal in offering this service is to continue to promote educational excellence in our students.

Students choosing to use this reference for appropriate educational gain will continue to have access to the internet. Students choosing to use this resource in an inappropriate manner such as accessing objectionable or restricted resources may be suspended or terminated from access privileges.

Students choosing to access Internet through district accounts will be required to read and sign the district's acceptable use agreement and have their parent or guardian do likewise before such activity will occur. A signed copy of this agreement will be filed with the Principal or his designee.

Harrisburg Community Unit School District #3 utilizes a filtering system in an effort to insure student Internet safety.

### **MEDIA CENTER PROCEDURES**

The following fines may be charged to a student: A lost library card is a \$5.00 replacement fee. A lost or destroyed library book will require student to pay the replacement cost of the book. Students who owe money to the Media Center will not be allowed to spend money at the school media store or buy items during the book fair. Students are not allowed to check out new materials if they have a lost book.

### **MESSAGES/TELEPHONE**

From time to time, it may be necessary for parents to contact their children or child's teacher during the school day. Unless it is an emergency, messages will be taken by office staff and delivered at the earliest convenience. Students will not be called from class, except in case of emergency. Messages for students will be delivered at the end of the day just prior to dismissal. The office should receive these messages NO LATER THAN 2:15 p.m. in order to ensure delivery. Students are not allowed to use the telephone unless deemed necessary by staff. Personal matters (such as going home with a friend after school) should be arranged beforehand and with parents' permission and knowledge.

### **PARENT'S RIGHT TO KNOW**

Upon request, Harrisburg will provide information regarding the professional qualifications of the student's classroom teachers including whether the teacher has met state qualifications and licensing criteria for the grade levels and subject matter being taught, the baccalaureate major and any graduate degree of the teacher, and the qualifications of any paraprofessionals working with the student. This information will be disseminated in a manner that protects the privacy of individual employees.

### **NURSE**

A nurse is available during the regular school day. Her responsibilities are varied and essential by school law. She enforces the law concerning health exams and immunizations. Please notify the nurse of any continuing medical conditions which may cause your child to need attention during the school day.

### **ORDERS OF PROTECTION**

Upon receipt of a court order of protection, the Building Principal shall file it in the records of a child who is the "protected person" under the order of protection. No information or records shall be released to the Respondent named in the order of protection.

### **PARENTAL CUSTODY RIGHTS**

In order for the school to know who has custodial rights among divorced parents, a copy of the custody section of the divorce decree should be given to the principal. In the absence of a court order to the contrary, a school will provide the noncustodial parent with access to information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **PARENTAL INVOLVEMENT**

In support of strengthening our students' academic development, the following expectations for parental involvement exist at East Side Intermediate:

- East Side Intermediate will provide parents with timely information about the school's program, including curriculum, assessment, and proficiency levels students are expected to attain.
- East Side Intermediate will provide parents regular opportunities to participate, as appropriate, in decisions relating to the education of their children.
- East Side Intermediate will involve parents as appropriate in the school improvement process, including review of policy and program especially Title I services and this parental involvement policy.
- East Side Intermediate parents are asked to Pledge annually, through the compact, to share responsibility with their children and teachers for improved student academic achievement.
- East Side Intermediate will provide parents reasonable access to staff as well as opportunities to volunteers participate, and observe in their children's classrooms.
- East Side Intermediate will assist parents in understanding state standards, assessment, and their child's progress in the classroom.
- East Side Intermediate will provide materials, training, and programs to help parents work with their children.
- East Side Intermediate expects that school staff will communicate regularly with parents and will encourage parents to work with them as partners in their child's educational experience.

### **PERSONAL ITEMS**

There is no reason to carry large sums of money nor expensive personal items to school. Harrisburg Unit #3 is not responsible for any property that is lost, damaged, or stolen.

### **PESTICIDE/HERBICIDE SPRAYING**

Harrisburg has a voluntary registration in the event that the spraying of pesticides or herbicides is necessary. By putting your name on this list you are asking to be notified two days before an airborne pesticide or herbicide application. In the event of an extreme emergency requiring the immediate use of pesticides we will notify you as soon as possible. Contact the unit office if you wish to be added to the registry.

### **PHYSICAL EDUCATION CLASS**

All full time students will have physical education class each day. In order to provide maximum safety for your child and to protect the gym floor, we require your child to wear clean tennis shoes in gym class. These shoes should have non-marking soles. The school may require parents to provide P.E. shoes if it becomes an issue of participation. P. E. grades may be negatively impacted due to not wearing the proper gym shoes. P.E. class is required. A parent note will be honored for one day. If the student is out for more than one day, due to illness or injury, a doctor's note will be required. **Students who do not play in P.E. are also exempt from recess.**



## **PICKING UP STUDENTS AND PARKING**

**FOR REASONS OF SAFETY AND EDUCATIONAL CONTINUITY, THOSE PARENTS WHO COME INSIDE THE BUILDING ARE ASKED TO WAIT FOR THEIR CHILDREN IN THE ENTRANCE WAYS, AVOIDING THE CLASSROOM AREAS.** Parents congregating in classroom areas present a safety hazard (blocking emergency routes), add congestion to already busy hallways, and potentially disrupt the educational process. Just as we have little extra space IN the building, you will find there is limited space outside for parking around the school. Since we ask all students who don't ride a bus to leave by the West and North exits, the best place for parents to park and pick up children would be Mill and Church Streets. Parents are asked not to park in the staff parking lot on the East side of the building and should never park in the handicapped areas marked in front of the building or on Mill Street unless they have proper entitlement to handicapped parking.

Parents may choose to follow the busses into the East bus zone, however, you must never pass busses when students are loading or unloading. If a bus has the "Stop Arm" extended, DO NOT PASS. Bus drivers have been instructed to report license numbers of vehicles breaking this law to local police.

**A loading zone has been created along the front of the school on Church Street. Please pull into the zone and out of traffic to drop students off, helping to alleviate traffic delays and congestion. The present owners of the former BUNGE Corporation property allows East Side Intermediate parents to park on the east side of their parking lot. They ask we do not block the entrance at anytime. Failure to follow this request will terminate our agreement with the present owners of the former BUNGE Corporation property.**

## **POSSESSIONS at SCHOOL/WEAPONS/SEARCHES**

In order to alleviate problems, please write your child's name on all his/her possessions (inside coats, lunch boxes, etc.). This enables us to get lost items to students shortly after they are missed.

Due to potential disruption, children should not bring items such as playing/trading cards, toys, electronic games, etc. Likewise, students should not bring personal music players or recorders to school. If you allow your child(ren) to have a cell phone they should be turned off and kept in their backpacks until the end of the school day. Students should NOT bring anything that may be used as a weapon including knives, fireworks, slingshots, guns, etc.

If brought to school, such items will be confiscated and released only to parents or proper authorities. Deliberate use of weapons at school or unsafe actions with same may result in suspension or expulsion from school for a period of up to two calendar years and possible criminal prosecution. Present law generally defines a "firearm" as any device designed to propel a projectile.

School searches, according to Section 5/10-22.6 of the Illinois School Code, may be conducted. School searches and inspections of school property such as desks and rooms may be done without notice or consent of students or without a search warrant.

## **PROMOTIONAL SALES**

The sale of candy or other promotional fund raising items must be for the purpose of supporting Harrisburg school clubs, classes or organizations. Harrisburg students are not permitted to sell products for other than school organizations while at school, or while riding the buses to and from school.

## **RESIDENCY**

A student must establish residence within the district's boundaries in order to attend a district school without a tuition charge. The administration may require proof of residence. A child is presumed to be a resident of the district wherein the persons who have legal custody of him/her reside.

### **RURAL STUDENT PICKUP POINTS**

The Harrisburg School District participates with the District contractor in establishing bus stops at or as near the student's residence as possible for students in rural areas. Such roads must be surfaced and maintained in a satisfactory and safe condition for bus operation as determined by the District Director of Transportation. An approved turnaround point must also be established and maintained by the parent at all times. Contractor busses are not required to operate on private roadways.

### **SCHOOL VISITATION RIGHTS ACT**

The School Visitation Rights Act permits employed parents and guardians who are not able to meet with educators because of a work condition, the right to attend necessary educational or behavioral conferences at their child's school during the school year. If you would like further information about your rights to school visitation you may request a complete text of the School Visitation Rights Act from the superintendent.

### **SCHOOL INFORMATION**

Current school report card and budget information may be accessed by visiting the school web page (<http://www.hbg.saline.k12.il.us>). Call the school office if you would like a hard copy of the report card sent to you or if you have difficulty accessing the web site.

### **SEARCH AND SEIZURE**

For the safety and supervision of students, to maintain discipline and order in schools, and to provide for the health, safety and welfare of students and staff, school authorities are authorized to conduct searches of students and their personal effects, and District owned property.

### **SEX EQUITY**

Harrisburg has a sex equity and grievance procedure in place. See the Superintendent for further information.

### **SEXUAL HARASSMENT POLICY**

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

1. denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. has the purpose or effect of:
  - a. substantially interfering with a student's educational environment;
  - b. creating an intimidating, hostile, or offensive educational environment;
  - c. depriving a student of educational aid, benefits, services, or treatment; or
  - d. making submission to or rejection of such unwelcome conduct 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 unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, or a Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible. Students who make good faith complaints will not be disciplined.

Nondiscrimination Coordinator:

Name: Mike Gauch

Address: Harrisburg Unit Office

Telephone No. (618) 253-7637

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action including suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion with regard to students.

### **SMOKING**

Possession or use of any type of tobacco product, (cigarettes, cigars, smokeless tobacco, chewing tobacco, or look-a-likes) is not allowed anywhere on school premises at any time. Violating the above will result in suspension from school. Tobacco on school property is a violation of state law.

### **STUDENT RECORDS** -Administrative Procedure-Student Records

#### *Student Records Defined*

A student record is any record that contains personally identifiable information or other information that would link the document to an individual student if it is maintained by the District, except records kept: (1) in a school staff members sole possession destroyed not later than the student's graduation or permanent withdrawal, and not accessible or revealed to any other person except a temporary substitute teacher, or (2) by law enforcement officials working in the school. *Maintenance of School Student Records*

The District maintains two types of school records for each student: a permanent record and a temporary record.

The permanent record shall include: Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/ guardian(s) Academic transcripts, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations attendance records, accident and health reports. Record of release of permanent record information in accordance with 105ILCS 10/6(c). Scores received on the State assessment tests

The permanent record may include: Honors and awards received school-sponsored activities and athletics.

No other information shall be kept in the permanent record. The permanent record shall be maintained for at least 60 years after the student graduated, withdrew, or transferred.

All information not required to be kept in the student permanent record is kept in the student temporary record and must include: A record of release of temporary record information in accordance with 105 ILSC 10/6(c), scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8), information regarding serious infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the

imposition of punishment or sanction, information provided under the Abused and Neglected Child Reporting Act (326 ILCS 5/8.6) including any final finding report received from a Child Protective Service Unit 7, and completed home language survey

The temporary record may include: Family background information, intelligence test scores, group and individual, aptitude test scores, reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews, elementary and secondary achievement level test results, participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations, honors and awards received, teacher anecdotal records, other disciplinary information, special education files, including the report of the multidisciplinary staffing on which placement or non-placement was based, and all records and tape recording relating to special education placement hearings and appeals, verified reports or information from non-educational persons, agencies, or organizations, and verified information of clear relevance to the student's education. Information in the temporary record will indicate authorship and the date it was added to the record. The District will maintain the student's temporary record for at least 5 years after the student transferred, graduated, or permanently withdrew. Temporary records that may be of assistance to a student with disabilities who graduates or permanently withdraws, may, after 5 years, be transferred to the parent(s)/guardian(s) or to the student, if the student has succeeded to the rights of the parent(s)/guardian(s).

The Building Principal is the records custodian for his or her respective building and is responsible for the maintenance, and security of a student's permanent or temporary records. Upon a student's graduation, transfer, or permanent withdrawal, the Building Principal or designee shall notify the parent(s)/guardian(s) and the student when the student's permanent and temporary school records are scheduled to be destroyed and of their right to request a copy. Before any school student record is destroyed or information deleted there from, the parent/guardian must be given reasonable prior notice at his or her last known address and an opportunity to copy the record and information proposed to be destroyed or deleted. Student records shall be reviewed at least every 4 years, or upon a student's change in attendance centers, whichever occurs first, to verify entries and correct inaccurate information.

The District uses a unique student identification number for intra-school identification purpose, if at all. However, school officials may not require students or their parents/guardians to provide them. Absent a court order or subpoena, school officials do not provide educational records to the Immigration and Naturalization Service.

#### *Access to Student Records*

The District shall grant access to student records as follows:

1. Neither the District nor any of its employees shall release, disclose, or grant access to information found in any student record except under the conditions set forth in the Illinois School Student Records Act.
2. The parent(s)/guardian(s) of a student under 18 years of age, or designee, shall be entitled to inspect and copy information in the child's school records; a student less than 18 years old may inspect or copy information in the student's permanent school record. Such requests shall be made in writing and directed to the Building Principal. Access to the records shall be granted within 15 days of the District's receipt of such a request. Where the parents/guardians are divorced or separated, both shall be permitted to inspect and copy the student's school records unless the District has actual notice of a court order indicating otherwise. The District shall send copies of the following to both parents/guardians at either's request, unless the District has actual notice of a court order indicating otherwise:
  - a. Notices of parent-teacher conferences;
  - b. Academic progress reports or records;
  - c. Health reports;

- d. School calendars distributed to parent(s)/guardian(s); and
- e. Notices about open houses, graduations, and other major school events including pupil-parent/guardian interaction.

When the student reaches 18 years of age, graduates from high school, marries, or enters military service all rights and privileges accorded to parent(s)/guardian(s) become exclusively those of the student. Access shall not be granted the parent(s)/guardian(s) or the student to confidential letters and recommendations concerning the admission to a post-secondary educational institution, applications for employment or the receipt of an honor or award which were placed in the records prior to January 1, 1975, provided such letters and statements are not used for purposes other than those for which they were specifically intended. Access shall not be granted to such letters and statements entered into the record at any time if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters and statements.

3. The District may grant access to, or release information from student records without parental/guardian consent or notification to District employees or officials or the Illinois State Board of Education, provided a current, demonstrable, educational or administrative need is shown. Access in such cases is limited to the satisfaction of that need.

4. The District may grant access to, or release information from, student records without parental/guardian consent or notification to any person for the purpose of research, statistical reporting, or planning, provided that no student or parent(s)/guardian(s) can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.

5. The District shall grant access to, or release information from, a student's records pursuant to a court order, provided that the parent(s)/guardian(s) shall be given prompt written notice of such order's terms, the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents. However, the District will comply with an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or the consent of the student's parent(s)/guardian(s).

6. The District shall grant access to, or release information from, any student record as specifically required by federal or State statute.

7. The District shall grant access to, or release information from, student records to any person possessing a written, dated consent, signed by the parent(s)/guardian(s) or eligible student stating to whom the records may be released, the information or record to be released, and the reason for release. One copy of the consent form will be kept in the records and one copy is mailed to the parent(s)/guardian(s) or eligible student by the Superintendent. Whenever the District requests the consent to release certain records, the Building Principal shall inform the parent(s)/guardian(s) or eligible student of the right to limit such consent to specific portions of information in the records.

8. The District may release student records to the Building Principal of another Illinois school, or an official with similar responsibilities in a non-Illinois school, in which the student has enrolled or intends to enroll, upon written request from such official.

9. Prior to the release of any records, or information under items 6 and 8 above, the District shall provide prompt written notice to the parent(s)/guardian(s) or eligible student of this intended action. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents. If the release is under 6 above and relates to more than 25 students, a notice published in the newspaper is sufficient.

10. The District may release student records, or information in connection with an emergency without parental consent if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The Building Principal shall make this decision taking into consideration the nature of the emergency, the seriousness of threat to the health or safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. The District shall notify the parent(s)/guardian(s) or eligible student as soon as possible of the information released, the date of the release, the person, agency or organization to whom the release was made, and the purpose of the release.

11. The District shall grant access to, or release information from student records to juvenile authorities when necessary for the discharge of their official duties upon their request before the student's adjudication, provided they certify in writing that the information will not be disclosed to any other party except as provided under law or order of the court. "Juvenile authorities" means: (a) a circuit court judge and court staff members designated by the judge; (b) parties to the proceedings under the Juvenile Court Act of 1987 and their attorneys; (c) probation officers and court appointed advocates for the juvenile authorized by the judge hearing the case; (d) any individual, public or private agency having court-ordered custody of the child; (e) any individual, public or private agency providing education, medical or mental health service to the child when the requested information is needed to determine the appropriate service or treatment for the minor; (f) any potential placement provider when such release is authorized by the court to determine the appropriateness of the potential placement; (g) law enforcement officers and prosecutors; (h) adult and juvenile prisoner review boards; (i) authorized military personnel; and (j) individuals authorized by court.

12. The district shall grant access to, or release information from student records, to a SHOCAP (Serious Habitual Offender Comprehensive Action Program) committee member, provided that:

- a. The committee member is a State or local official or authority,
- b. The disclosure concerns the juvenile system's ability to effectively serve, prior to adjudication, the student whose records are to be released and the official or authority certifies in writing that the records will not be disclosed to any other party except as provided under State law without the prior written consent of the student's parent(s)/guardian(s),
- c. The disclosure's purpose is limited to identifying serious habitual juvenile offenders and matching those offenders with to Section 5-145 of the Juvenile Court Act of 1987, and
- d. The release, transfer, disclosure, or dissemination consistent with the Family Educational Rights and Privacy Act.

13. Upon their request, military recruiters and institutions of higher learning shall have access to secondary students names, addresses, and telephone listings, unless an objection is made by the student's parent(s)/guardian(s). The Building Principal or designee shall notify parent(s)/guardian(s) that they may make this objection.

14. The District charges \$.35 per page for copying information from a student's records. No parent(s)/guardian(s) or student shall be precluded from copying information because of financial hardship.

15. Except as provided below, a record of all releases of information from student records (including all instances of access granted whether or not records were copied) shall be kept and maintained as part of such records. This record shall be maintained for the life of the student record and shall be accessible only to the parent(s)/guardian(s) or eligible student, Building Principal, or other person. The record of release shall include:

- a. Information released or made accessible
- b. The name and signature of the Building Principal
- c. The name and position of the person obtaining the release or access.
- d. The date of the release or grant of access.
- e. A copy of any consent to such release.

No record of a disclosure is maintained when records are disclosed according to the terms of an ex parte court order.

#### *Directory Information*

The District may release certain directory information regarding students, except that a student's parent(s)/guardian(s) may prohibit the release of the student's directory information. Directory information is limited to:

- Name
- Address
- Gender
- Grade Level

Birth date and place  
Parents'/Guardians' names and addresses  
Academic awards, degrees, and honors  
Information in relation to school-sponsored activities, organizations, and athletics  
Major field of study  
Period of attendance in school

The notification to parents/guardians and students concerning school records will inform them of their right to object to the release of directory information.

### *Student Record Challenges*

The parents/guardians may challenge the accuracy, relevancy, or propriety of their student's school records. However, when the student's school records are being forwarded to another school, no challenge may be made to grades or references to expulsions or out-of-school suspensions. The parents/guardians have the right to request a hearing at which each party has the right to:

1. Present evidence and to call witnesses;
2. Cross-examine witnesses;
3. Counsel;
4. A written statement of any decision and the reasons therefore; and
5. Appeal an adverse decision to an administrative tribunal or official to be established or designated by the State Board.

The parent(s)/guardian(s) may insert a written statement of reasonable length describing their position on disputed information. The school will include a copy of the statement in any release of the information in dispute.

### **SUBSTANCE ABUSE**

East Side School recognizes that student abuse of drugs has no place in school. The abuse of such substances is detrimental to individual development and undermines effective education. Abuse of drugs diminishes the educational atmosphere and is contrary to the maintenance of discipline. It is the responsibility of the school to establish the highest standards for learning. Prevention will be attempted by promoting skills in decision making, by nurturing successful interpersonal relationships, by providing accurate information, and by setting clear institutional limits.

### **SURVEYS**

As part of the Goals 2000: Education America Act, Congress adopted the Protection of Pupil Rights Act (PPRA). This provides that no student, without prior written parental consent, may be required to submit to a survey, an analysis, or an evaluation which would reveal information concerning the student's (1) political affiliation, (2) mental and psychological problems which would be potentially embarrassing to the student or his family, (3) sex behavior and attitudes, (4) illegal, antisocial, self-incriminating and demanding behavior, (5) critical appraisals of other individuals with who respondents have close family relationships, (6) legally recognized privileged relationships, or (7) income.

Parents have a right to inspect any survey materials before making a participation decision.

### **SUSPENSION/EXPULSION**

Suspensions are assigned to students for offenses that are of a serious nature. Suspensions are either out-of-school or in-school.

An out-of-school suspension requires that a student not attend school for the duration of the suspension. A student is not allowed to attend or participate in any school-related functions, events, or activities

(either home or away) during the suspension period. The times and dates assigned for out-of-school suspensions shall be un-excused absences from class.

Under the laws of the State of Illinois the parent/guardian of a pupil who has been suspended may, upon request, have the reasons for the suspension reviewed by the School Board or by a Hearing Officer appointed by the School Board. The parents are entitled to appear and discuss the suspension if a review is requested.

An in-school suspension requires that a student attend school when school is in session. Any student missing any part of an in-school suspension due to absence from school shall, upon returning to school, continue serving the remaining in-school suspension time.

During an in-school suspension a student shall:

- Be assigned a designated location to serve the in-school suspension
- Remain properly seated, absolutely quiet and busy working at all times
- Always have enough schoolwork to keep busy
- Leave the designated area only with permission from a school official
- Not socialize with any other students while serving an in-school suspension

Violation of any of the above in-school suspension rules or any other rules imposed during the duration of the in-school suspension may result in additional in-school suspension time and/or out-of-school suspension time being assigned.

An expulsion is removal from school for more than ten days up to two years. Expulsion is a last resort and is reserved for the most serious of offenses or repeating less serious offenses over and over again with no apparent intent on the part of the student to change unacceptable behavior. Under Illinois law, only the Board of Education is authorized to expel a student and they also determine the length. Parents of a student being considered for expulsion will be contacted with the time and date for a hearing and will receive a list of the student's protected rights including due process, hearing procedures, and appeal rights.

Students should keep in mind that continual disruption of the school environment or exhibiting defiance and flagrant disregard of school rules will lead to lengthy suspensions or worse. Gross disrespect toward any employee that includes foul language, threats, or gestures directed at the employee will also result in removal from school. The administration will not hesitate to include law enforcement and file charges when needed.

Federal law requires a mandatory expulsion of one year for certain types of weapon possession offenses.

## **TITLE I INFORMATION**

### *Parents Right-To-Know Letter*

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, the Harrisburg Community Unit #3 School District is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher.

## **TREATS AND SNACKS**

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. Treats and snacks may not require refrigeration. All treats must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

## **TRUANCY**

A student is considered truant when he/she is absent from school or class without knowledge or consent of either parents/guardians and the school staff. Students who accumulate more than 5 unexcused or a



total of 10 absences (excused or unexcused) for the school year will be required to provide a doctor's excuse for any additional absences. Additionally, after 9 unexcused absences, the matter will be turned over to the State's Attorney and the Saline County Truancy Board.

Truancy will be an un-excused absence and will result in disciplinary action taken by the administration.

#### **UNIFORM GRIEVANCE PROCEDURE**

**Board Policy 2.250** outlines the grievance procedures set in place to respond to complaints by students, parents/guardians, employees, or community members. The Superintendent of schools has been designated the "complaint manager" for the school district.

#### **VIDEO/PHOTOGRAPHY**

Other than security, students may be video taped and photographed for a variety of reasons: class projects, newspapers, TV access channel, web pages, yearbooks etc. If for some reason you wish **NOT** to have your child participate in these activities, an available form in school office will need to be signed and kept on file.

#### **VISITORS**

Pursuant to Illinois statutes, employees must be granted leave to "attend necessary education or behavioral conferences at the school attended by his or her child." The school administrator can provide the parent or guardian documentation of the school visit, which the parent or guardian shall submit to the employer. Verification forms as well as copies of this act are available in the school office in compliance with the school Visitation Rights Act. Additionally, parents are welcome to visit at school during the school day, however, prior arrangements should be made to visit classrooms and, as always, **visitors must report to check in through the office as required by law and school security.**

## 2021-2022 Calendar Harrisburg Community Unit School District #3

July 2021						
	Mo	Tu	We	Th	Fr	
				1	2	
	<b>5</b>	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	

August 2021						
	Mo	Tu	We	Th	Fr	
	TI	TI	(18	19	20	<b>3</b>
	23	24	25	26	27	<b>5</b>
	30	31				<b>2</b>
						<b>10</b>

September 2021						
	Mo	Tu	We	Th	Fr	
			1	2	3	<b>3</b>
	<b>HOL</b>	7	8	9	10	<b>4</b>
	13	14	15	16	17	<b>5</b>
	20	21	22	23	24	<b>5</b>
	27	28	29	30		<b>4</b>
						<b>21</b>

October 2021						
	Mo	Tu	We	Th	Fr	
					1	<b>1</b>
	4	5	6	7	TI	<b>4</b>
	<b>HOL</b>	NIA	NIA	NIA	NIA	<b>0</b>
	18	19	20	21	22	<b>5</b>
	25	26	27	28	29	<b>5</b>
						<b>15</b>

November 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	<b>5</b>
	8	9	10	<b>HOL</b>	12	<b>4</b>
	15	16	17	18	19	<b>5</b>
	22	23	PTC	<b>HOL</b>	NIA	<b>2</b>
	29	30				<b>2</b>
						<b>18</b>

December 2021						
	Mo	Tu	We	Th	Fr	
			1	2	3	<b>3</b>
	6	7	8	9	10	<b>5</b>
	13	14	15	16	17	<b>5</b>
	NIA	NIA	NIA	NIA	<b>HOL</b>	<b>0</b>
	NIA	NIA	NIA	NIA	<b>HOL</b>	<b>0</b>
						<b>13</b>

January 2022						
	Mo	Tu	We	Th	Fr	
	3	4	5	6	7	<b>5</b>
	10	11	12	13	14	<b>5</b>
	HOL	18	19	20	21	<b>4</b>
	24	25	26	27	28	<b>5</b>
	31					<b>1</b>
						<b>20</b>

February 2022						
	Mo	Tu	We	Th	Fr	
		1	2	3	4	<b>4</b>
	7	8	9	10	11	<b>5</b>
	14	15	16	17	PTC	<b>4</b>
	<b>21</b>	22	23	24	25	<b>4</b>
	28					<b>1</b>
						<b>18</b>

March 2022						
	Mo	Tu	We	Th	Fr	
		1	2	3	4	<b>4</b>
	7	8	9	10	11	<b>5</b>
	14	15	16	17	18	<b>5</b>
	21	22	23	24	25	<b>5</b>
	28	29	30	31		<b>4</b>
						<b>23</b>

April 2022						
	Mo	Tu	We	Th	Fr	
					1	<b>1</b>
	4	5	6	7	8	<b>5</b>
	NIA	NIA	NIA	NIA	NIA	<b>0</b>
	18	19	20	21	22	<b>5</b>
	25	26	27	28	29	<b>5</b>
						<b>16</b>

May 2022						
	Mo	Tu	We	Th	Fr	
	2	3	4	5	6	<b>5</b>
	9	10	11	12	13	<b>5</b>
	16	17	18	19	20	<b>5</b>
	23	24	25	26	27)	<b>5</b>
	<b>30</b>	TI				
						<b>20</b>

June 2022						
	Mo	Tu	We	Th	Fr	
			XHS	XHS	XHS	
	XHS	XHS	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
	27	28	29	30		

Legend:  
 TI: Teacher's Institute  
 HOL: Holiday  
 PTC: Parent Teacher Conference  
 NIA: Not In Attendance

174 Pupil Days  
 2 P/T Days  
 4 Institute Days  
 180 Total Days



**PURPOSE:** In order for our children to reach school standards, each person involved in the learning process has certain responsibilities. These are outlined below.

**Student:**

- I should strive to attend school regularly
- I should make a best effort to learn
- I should use study time effectively
- I should follow the rules of conduct

**Teacher:**

- I should provide clear expectations for student work in the classroom
- I should provide homework that reinforces classroom instruction
- I should provide support to students and parents to promote learning
- I should provide frequent information to students and parents regarding student progress
- 

**Parent:**

- I should encourage my child's efforts
- I should review work with my child on a daily basis
- I should review and discuss progress reports with my child
- I should discuss progress with my child's teacher(s) frequently
- I should attend or participate in at least 2 of my child's school activities
- 

If this is to serve as a "contract," participants should sign below.

\_\_\_\_\_ (student)

\_\_\_\_\_ (teacher)

\_\_\_\_\_ (parent)