

Allendale C.C.S.D #17

2023-2024

Student Handbook



Allendale School
101 North Third Street
P.O. Box 130
Allendale, Illinois 62410
<https://allendaleschool.net>

“Where strong winds have built strong character.”

ALLENDALE COMMUNITY CONSOLIDATED SCHOOL DISTRICT #17
101 NORTH THIRD STREET
ALLENDALE, ILLINOIS 62410
PHONE: (618) 299-3161
Fax: (618) 299-2015

July 2023

Dear Parents,

This handbook is designed to assist you and your child(ren) in becoming familiar with the policies and procedures at Allendale School. Please read and discuss the handbook with your child(ren). Your cooperation in enforcing these regulations will be greatly appreciated. Please note that some of the regulations apply to you, such as calling the school on a day when the child is sick.

The Allendale Staff, to the best of its ability, dedicates itself to build upon the strengths of both students and teachers and places emphasis upon encouragement rather than discouragement. In addition, there is a focus on teaching children that they are individually responsible for their behavior and the success or failure that occurs.

Parents are encouraged to be in frequent contact with the school and their child(ren)'s teachers. The teachers and the office staff are eager to work cooperatively with parents in order to provide as good an education as possible for their children. This can only occur if we communicate with one another.

Parents having a question concerning their child(ren)'s school work or some other problem occurring in the classroom or school are requested to contact the office for an appointment with the teacher and/or the principal. Teachers are generally free before 8:00 AM and after 3:15 PM. Parents are asked not to contact teachers during class time. This is unfair to the other students in the class. Parents should contact teachers in advance if they plan to observe a class and must have approval through the office.

Student contact is basically governed by the following: 1. Any behavior, which is either unsafe or discourteous, is prohibited. 2. Children are expected to keep busy and not disturb others during their classroom activities. When students understand the rules are for their benefit, they are willing to follow the rules. Perhaps you could help us with the task of helping students understand the necessity of rules.

We are very proud of our school and will take very seriously any type of abuse to the facility. Please encourage your child(ren) to take the finest care of the facility.

Sincerely,

The Board of Education and
The Staff of Allendale School

ALLENDALE COMMUNITY CONSOLIDATED SCHOOL DISTRICT # 17
101 NORTH THIRD STREET
ALLENDALE, ILLINOIS 62410
PHONE: (618) 299-3161
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A. ACADEMICS

1. REPORT CARDS:

Report cards are distributed for grades Kindergarten through Eighth grade quarterly, or at the end of each nine week grading period. Mid-term grades will be sent home at the midpoint of each nine week grading period.

2. Parent Conferences:

Parents may request a conference at any time during the year by contacting the teacher or the office. Conferences shall be scheduled at a mutually acceptable time that does not interfere with other student's class time or the teacher's duties. Please call for an appointment, without delay, if your child is experiencing difficulty.

Regularly scheduled Parent/Teacher Conferences will be held two times annually.

3. Grading Scale:

Grade	Points	K-4 Scale	5-8 Scale
A =	5.0	90-100	97-100
A- =	4.7		94-96
B+ =	4.3		91-93
B =	4.0	80-89	88-90
B- =	3.7		85-87
C+ =	3.3		82-84
C =	3.0	70-79	78-81
C- =	2.7		75-77
D+ =	2.3		72-74
D =	2.0	60-69	69-71
D- =	1.7		66-68
F =	1.0	59 and below	65 and below

4. Grading System:

Scholastic averages are based on the following six academic subjects: language, reading, spelling, mathematics, social studies, and science. Outstanding, Satisfactory, Unsatisfactory, or Needs Improvement may be used in the primary grades and non-academic areas. The above grading scale may need to be adjusted downward to consider the ability and effort of the individual student. Any adjustments must be cleared by an Administrator.

Honorable Mention	4.0	Scholastic High Honors	4.7
Scholastic Honors	4.3	Superintendent's Honors	5.0

5. Physical Education

Students will receive credit on a daily basis for the following:

- Participation
- Appropriate gym clothes
- Appropriate gym shoes

6. Homework

To complete his/her homework with the least amount of distraction, every child should have a quiet area and a regular time to complete this task. Homework is purposeful

when it provides needed practice in newly developed skills, helps train a youngster to work independently, enriches and extends his or her school experience. One of the objectives in preparing homework assignments is the promotion of initiative, responsibility, and self-reliance.

7. Academic Retention, Promotion, and Transfer of Students:

Retention, promotion, and transfer/placement of students to an alternative setting shall be made in the best interest of the student after careful consideration of all the facts. The school will consider the wishes of the parent but will have the final authority with regard to grade placement. Students in Grades 5-8 could be subject to retention if the final grade point average is 1.6 or less.

B. ACADEMIC ASSISTANCE PROGRAMS

1. TITLE 1 Program

Allendale School is a School-Wide Title 1 Program. Students may receive assistance as a group or individually, depending on varying factors. Much individualized work is done and children are constantly encouraged to use the reading and math skills being taught. Parents who have children in the Title 1 program are encouraged to cooperate with the teacher to improve the progress of the child(ren). Parent involvement is encouraged on a regular basis.

1. School-Parent Compact:

Allendale School and the parents of the students participating in activities, services, and programs funded by Title 1, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

Allendale School will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards.
- Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.
- Provide parents with frequent reports on their child's progress.
- Provide parents reasonable access to staff.
- Provide parents opportunities to volunteer and participate in the child's class and to observe classroom activities.

Parent Responsibilities:

- Monitoring Attendance.
- Ensuring that homework is completed.
- Monitoring the amount of television children watch.
- Participating, as appropriate, in decisions relating to my child's education.
- Promote positive use of my child's extracurricular time.

- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.

Student Responsibilities:

- Do my homework every day and ask for help when I need it.
- Read at least 30 minutes every day outside of school time.
- Give my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

Title 1 Parents Right-to-Know

1. In accordance with ESEA Section 1111 (h) (6) *Parents-Right -To- Know*, Allendale C.C.S.D. #17 is notifying every parent of a student in a Title 1 school that you have the right and may request information regarding the professional qualifications of your child's classroom teachers including at a minimum, the following:

- Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which the State qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications. If at any time your child has been taught for 4 or more consecutive weeks by a teacher not highly qualified, the teacher will notify you.

2. Special Education

The procedures for enrolling a student in Special Education can be obtained from the classroom teacher, special education teacher, or Superintendent/Principal. Staff members will usually identify students who are having difficulty in school and begin initial interventions and accommodations. After all interventions and/or accommodations have been exhausted, a staff member may request a conference with the parents to discuss common objects such as testing and possible placement. *Parents may also request a conference with their child's teacher and request an evaluation of their child at any time.*

3. Speech Correction

During speech correction, students work to improve their articulation and clearness of their speaking voice. Many times work is done to improve a particular sound with which the child is having trouble. Others may attend the class to increase the volume of their voice or to learn to speak more fluently. Language work is done with many of the younger students. This may include learning or common objects names of colors, shapes, or common objects such as animals or clothing.

4. Section 504 Accommodation Plan

Allendale Community Consolidated School District # 17 has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Health and Human Services regulations (45 C.F.R. Part 84), implementing Section 504 of the Rehabilitation Act of 1973 as amended (29 U.S.C. 794). Section 504 states in part, that "no otherwise qualified disabled individual ...shall solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance..."

1. A complaint should be in writing, contain the name and address of the person filing it, and briefly describe the discriminatory act.
2. A complaint should be filed in the office of the Section 504 coordinator within 30 days after the person filing the complaint becomes aware of the discriminatory act.
3. The superintendent or designee will investigate the complaint. The investigation will be formal but thorough, affording all interested persons and their representatives an opportunity to submit evidence relevant to the complaint.
4. The superintendent shall issue a written decision determining the validity of the complaint no later than 30 days after its filings.
5. The Section 504 coordinator shall maintain the files and records related to all complaints filed. The Section 504 coordinator may assist persons with the preparation and filing of complaints, participate in the investigation of complaints, and advise the superintendent concerning their resolution.
6. An individual who files a complaint may pursue other remedies. This includes filing with:
The Office of Civil Rights
Department of Health and Human Services
7. These rules shall be liberally construed to protect the substantial rights of interests of persons to meet appropriate due process standards and assure Allendale Community Consolidated School District #17 compliance with Section 504 and the regulations.

C. ATHLETIC AND EXTRA CURRICULAR ACTIVITIES

1. Athletics

The Allendale Elementary School will participate in interscholastic athletic programs for boys and girls in 5th-8th grade. Requests for deviation from the 5th-8th grade participation should be submitted by the coaching staff to the Superintendent/Principal for consideration. Practice information, try-out schedules, and contest schedules will be made available at the appropriate time. A student may modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences.

2. Extra Curricular Activities

A. Student Council

The Student Council consists of class officers elected in the fifth through eighth grades. Three class officers are elected in the seventh and eighth grades and two class officers are elected in the fifth and sixth grades. The ten class officers elect Student Council officers. Student Council Members are required to maintain

eligibility in all subjects, maintain appropriate attendance, and expected to show leadership qualities at all times.

B. Band and Chorus

Band and chorus, if offered, is a part of extracurricular activities. Students are given a music aptitude test prior to starting Band or Chorus. Students who participate in Band or Chorus are expected to participate in scheduled events. Examples are parades, ball games, and music contests. Students must maintain eligibility in all subjects and appropriate attendance.

- Students receiving individual lessons must stay in the band room for the entire class period.
- Students are expected to purchase their own instruments for the band.
- The guidelines for renting school horns will be distributed by the Music Instructor.

3. Eligibility Guidelines

Eligibility will be figured on a weekly basis and be cumulative for one quarter before starting again. Students who become ineligible are unable to participate in athletic events or extra curricular activities until he or she becomes eligible again; however, they will be expected to attend all practices. Students who are repeatedly ineligible may be removed from an activity at the coach or sponsor's discretion. The requirements for participation in athletics or extra curricular activities are listed below:

The students must:

- Have successfully completed the previous year's work.
- Maintain eligibility in all subject areas.
- Maintain appropriate attendance and avoid repeated tardiness.
- Have a birth certificate on file.
- Have a current physical examination on file prior to the first practice.
- Have student insurance.
- Maintain good effort and citizenship.
- Participate in the P.E. program.
- Ride the bus to away activities unless parents request other arrangements.

4. RULES AND EXPECTATIONS

A. Pep Assemblies

- Give full attention.
- Have a good school spirit.
- Keep it lively.
- Know the school song, stand and sing it.
- Students should remain seated at pep sessions until they are dismissed.

B. Games, Meets, and Other Activities

- No booing.
- Don't try to referee activities.
- Sit in the cheering section during activities.
- Support cheerleaders.

- No stomping of feet.
- No moving on the floor during activities.
- Remove all trash from the floor.
- Respect other schools when visiting them.
- Be a good winner and host as well as a gracious loser.
- Help win the games, clap for every basket.
- No one should be on the floor during the activities except those dressed for the activity and if required, referees.
- Students should stand at attention for all loyalty songs and the Star Spangled Banner.
- Students should remain seated until the end of the activities.
- Soft drinks are not permitted in the gym at any time. Water bottles are permitted.

D. ATTENDANCE AND TARDINESS

1. Attendance

Regular attendance is the first step towards successful school work. Developing habits of regular attendance and punctuality will help the students to attain an effective learning climate and to make efficient use of teacher's time. If it is necessary for a student to be absent from school, parents are requested to call the Allendale School 299-3161 extension 119 by 8:30 am and state the student's name, date of absence, and reason for the absence. **This is a voice mailbox recording, so absence can be reported at any time.** State law (for the safety of the child) requires that, if the parents do not notify the school of their child's absence, the school must make a reasonable attempt to notify the parents of their child's absence. The school will require at least one, and preferably two, phone numbers where they might call to verify a student's absence.

2. Excused Absence

An excused absence will be granted for personal illness, serious illness of a family member, a death in the family, doctor or dentist appointment, or a religious event. A note should be returned to the school from the doctor/dentist appointment. Under an excused absence, the student will have an opportunity to make up tests or other work which has been missed. Make-up will be at the teacher's discretion, but in all cases, within the grading period missed.

3. Unexcused Absence

An unexcused absence will be given for tardies, over-sleeping, hunting, fishing, shopping, and non-emergency work. Any work missed will result in no make-up privileges for the hours or days missed. This category of absence closely borders on, or falls into, the area of truancy. Any student with an excessive number of absences will be referred to the Wabash County Truancy Officer and/or the State's Attorney.

A student **WILL NOT** participate in an extracurricular activity if he/she is absent more than one half of the day of the scheduled event. Exceptions could be considered for the death of an immediate family member or a family emergency. Students returning to school following an absence should report to the homeroom teacher at the start of the school day and present a parental note regarding their child's absence to obtain

assignments. The parental note will be given to the office by the teacher in the morning following attendance.

4. Request for Assignments, Books, and Materials

The school will provide assignments, books, and materials for students who have been absent, upon request. To request, please call 618-299-3161 (Press 3) by 8:30 a.m. and pick up the books/assignments between 3:00-3:30 pm, or you may have the materials sent home with another student. Students who know ahead of time that they will be absent should obtain assignments and take books with them.

This is a voice mailbox recording, so homework requests can be made in advance.

5. Tardiness

As a student, it is your responsibility to use a reasonable degree of judgment in regard to the time element that you have before school, between classes, and during the lunch hour. Adequate passing time is provided to get from one classroom to another; however, it is impossible to visit with friends, go to your locker, get a drink, and go to the restroom and still make it to class on time. Three tardies will result in a disciplinary referral for 5th-8th graders. USE GOOD JUDGEMENT - BE PROMPT.

6. Illness At School

All students, ill or otherwise, who are required to leave during the school day must report to the office. If the student is ill and it is deemed necessary to go home, the office will inform the parent, and the student will be released when the parent arrives. Students who know ahead of time they will be leaving school for any reason should bring a note from the parent. The reasons for leaving early are subject to the excused/unexcused policy.

7. Permission to Leave School

Students who desire to leave school during the day must obtain permission from the principal or the office. If a student becomes ill, he or she should secure permission from the teacher to go to the office. Students in grades 5-8 will be allowed to leave for lunch; however, they must have permission notes from the parent(s) filed in the office. Students will also be required to sign-in and sign-out in the office.

E. BUS TRANSPORTATION

The rules and regulations governing the transportation of pupils to and from school are determined by the School Code of Illinois and the policies of the Allendale Community Consolidated District #17. The purpose of these rules is to insure the safety of those individuals riding school buses. Students are expected to display the same good conduct on the bus as in the classroom. The bus driver has authority over students' behavior while they are riding the bus. Any misbehavior can be a distraction to the driver and endanger the lives of all students on the bus. Such behavior will not be tolerated and students who cannot conduct themselves properly will not be permitted to ride the school bus. ***The bus driver has the authority to issue an office disciplinary referral.***

BUS RIDER INSTRUCTIONS:

- Be courteous. Keep your hands to yourself.
- All students shall remain seated while the bus is in motion.

- Keep hands and head inside the bus at all times.
- Do not bring animals on the bus.
- Assist in keeping the bus sanitary at all times.
- Never tamper with the bus or the equipment.
- Yelling, cursing, or excessive noise is not permitted.
- Be quiet when the bus stops at a railroad crossing.
- Stay off the road while waiting for the bus.
- Wait until the driver signals for you to cross the road.
- Cross the road at least ten feet in front of the bus.
- Bus rules apply to extra trips as well as regular routes.
- Eating, drinking, or use of tobacco is not permitted.
- Only those students that are eligible may ride the bus to and from school.
- Once a student is dropped off at the school or gets on the bus, the driver must deliver him/her to school or his/her home. Students may not ride with other students.
- If students need to ride a bus that they do not usually ride or plan to get off at a different location, they must bring a note from home. The note must be turned in to the office in the morning. The office will forward notes to drivers if requests are approved. The practice of riding a different bus or getting off at a different location will be discouraged.
- Bus drivers have been instructed not to wait on a child if he/she is not ready. PLEASE HAVE YOUR CHILD READY WHEN THE BUS ARRIVES!!
- Any students riding a school owned vehicle may be suspended from riding the vehicle because of violation of the rules and regulations or due to any other behavior that cannot be tolerated while aboard a school authorized vehicle.

F. CALENDARS

An annual calendar of school dates will be given to parents and/or guardians and students at the beginning of the school year. Calendar information is displayed on our school app, school website, TeacherEase, and Facebook.

G. CANCELLATION OF SCHOOL

When school is canceled or dismissed early due to inclement weather or emergency situations, the superintendent will place an automated phone call, email, and text message. It is very important to inform the office of any changes in phone numbers in order to keep the school records current. The cancellation or early dismissal will also be broadcasted over the following local radio and television stations: WSJD 100.5 and WVJC 89.1. The "Allendale Yellow Jacket School Community" Facebook page will also have announcements posted.

H. CELL PHONES AND OTHER ELECTRONIC DEVICES

The intent of this policy is to promote safety and provide students with the ability to communicate with parents or family after school hours. It is not the intent to provide students with a means of entertainment or unnecessary communication. Students who possess and/or use a cell phone or electronic communication devices at school must follow the responsibilities listed below:

A. Guidelines

- Students must turn their cell phones and other electronic devices off when arriving on school grounds.

- Cell phones and other electronic communication devices are to be kept in student lockers during the school day and must be turned off.
- Cell phones and other electronic communication devices are never to be taken to classes, the restroom, the cafeteria, locker rooms, or carried in the hallway during the school day.
- Camera and voice recording features of cell phones are strictly forbidden.
- All other electronic devices are not allowed at school or on the bus without permission.

B. Appropriate Use:

- Outside after normal school hours (school phones are available for emergency communication with parents or family during the school day).
- After a school-related event such as a dance, concert, or athletic event.

C. Consequences For Infractions:

- First Offense - Disciplinary Referral and the item will be confiscated and the student can regain possession of the item from the office after school.
- Second Offense - Disciplinary Referral and the item will be confiscated and a parent will be required to regain possession of the item from the office.
- Third Offense - Disciplinary Referral and the item will be confiscated and a parent will be required to regain possession of the item from the office. Loss of privilege is a potential consequence.
- Any use of cell phone cameras or voice recording features during school will be treated as a Major infraction.
- Students committing repeated violations of this policy may be subject to additional disciplinary action.

I. DAILY SCHEDULES

Schedules will be revised annually and posted in each classroom.

Doors open at 7:30 AM. PLEASE DO NOT ARRIVE BEFORE THAT TIME WITHOUT PRIOR APPROVAL. School buses will arrive at 7:30 AM. The High School bus will leave Allendale School at 7:30 AM. School buses begin loading after school approximately at 3:16 PM.

Bell Times

7:30 - 1st Bell - Students may enter the gymnasium and/or the cafeteria for breakfast
 8:00 - Students are dismissed to homerooms
 8:10 - School Begins/Attendance
 10:45-11:15 - Kindergarten -1st Grade *
 11:20-11:50 - 2nd-3rd-4th Grade Lunch Period *
 11:53-12:23 - 5th-8th Lunch Period *
 3:15 - Dismissal

**Lunch times may vary slightly according to the final schedule. Individual student schedules are available from homeroom teachers and/or the office.*

J. EMERGENCY/EVACUATION PROCEDURES

Guidelines are posted in each classroom, given the procedures for an evacuation of the building, in case of fire. Guidelines are also posted, given the procedures for shelter-in-place, in the event of an earthquake or tornado. Drills will take place throughout the school year.

K. ENROLLMENT AND REGISTRATION

1. Physicals, Dental, and Vision Exams and Immunization Information

Please read carefully. Students entering kindergarten and sixth grade must have a current physical exam as well as up-to-date immunizations. Students in kindergarten, grades two and six must have a current dental *examination*. Students in kindergarten must show proof of a vision exam. These records are required by law. Proof of physical and dental checkup forms should be presented to the school nurse prior to entering school.

STUDENTS WHO DO NOT HAVE CURRENT RECORDS MAY BE EXCLUDED FROM SCHOOL, AS REQUIRED BY LAW

2. REGISTRATION PACKET

Students and their parents are asked to attend registration annually and complete a registration packet. The following items are included in the registration packet:

- Welcome Letter
- Consent to Photograph/Videotape *
- Acceptable Use Policy - Technology *
- Free and Reduced Lunch Application *
- Student Accident Coverage Information
- Annual School Calendar
- Annual Fee List
- Information from the Cafeteria
- Sex Offender Notification
- Student Handbook *

*Items with an asterisk require a signature and/or completion by parent/guardian.

3. INTERNET AND COMPUTER NETWORK ACCEPTABLE USE POLICY:

All parents and students will be given a copy of the Internet and Computer Acceptable Use Policy. All students will be required to sign the Internet and Computer Network Acceptable Use Policy.

4. STUDENT INSURANCE

Upon enrollment, all Kindergarten through Eighth grade students are covered by student accident insurance, at no charge to parents. Children should be reminded to inform a teacher/coach should an injury occur. If medical attention is necessary, please obtain a claim form from the office. Additional insurance may be purchased by parent(s) and guardian(s), if desired.

5. Book Rental and Activity/Supply Fees:

All bound books and workbooks are to be included in the book rental fee. When a child withdrawals from school, all books and workbooks are to be returned to the school. Students have three options for paying for books. Payment in full is requested at the time

of registration. A payment plan may be requested, and a waiver of fees may also be requested. Reminders will be sent on occasion when bills have not been paid in full.

Book rental fees are determined by the Board of Education. These rental charges will be published prior to the beginning of the school year. Refunds must be requested.

Charges and refunds are made as follows:

	<u>Charge</u>	<u>Refund</u>
First Nine Weeks	Full price	$\frac{3}{4}$ charge
Second Nine Weeks	$\frac{3}{4}$ price	$\frac{1}{2}$ charge
Third Nine Weeks	$\frac{1}{2}$ price	$\frac{1}{4}$ charge
Fourth Nine Weeks	$\frac{1}{4}$ price	0 charge

Fines will be assessed for books showing undue wear or careless handling.

6. Lockers

Students in grades Fifth through Eighth will be required to have a locker. Lockers will be assigned by the homeroom teacher and/or school office.

7. Breakfast/Lunch:

The price of breakfast/lunch is established by the Board of Education. This price will be published prior to registration. Reminders will be sent monthly and/or you may see your balance online at teacherease.com. Your cooperation in this matter is requested.

8. Extra Milk:

The price of milk is established by the Board of Education. The price will be published prior to registration. Extra milk must be paid for at the daily lunch time.

9. Collection of Fees

1. Payment

Most money collected will be handled by the classroom teacher. When writing a check, please use the memo section of the check to indicate what payment is being made. If paying by cash, please place it in an envelope and write an explanation on the envelope. Payments may also be paid online at teacherease.com; however there is a small convenience fee added.

2. Charges

Charges to accounts will be billed at the end of each month.

L. FIELD TRIPS/REWARD TRIPS AND PARTIES

Field trips are a part of the educational program and students are generally expected to participate. Permission slips will be sent home prior to all field trips and parental signature will be required for the child to participate. Without a signed permission slip returned prior to the field trip, the child will not be able to participate. Parents who Object to the child's participation on the field trip should return the permission slip without a signature.

M. INJURIES AT SCHOOL

All injuries occurring at school should be reported to the homeroom teacher, duty teacher, and the office. Insurance forms may not be completed if injuries are not reported promptly.

N. LOANING AND USE OF SCHOOL PROPERTY

No school property, of any type, should be used or loaned to anyone without the permission of the Allendale Board of Education and/or District Superintendent. Please contact the District office to answer any questions pertaining to school property.

O. LOST AND FOUND

Any item either lost or found at school should be reclaimed or placed in the lost and found box located in the office. Items lost or misplaced during P.E. classes, if found, will be placed in a lost and found box in the custodian's office. Any article not claimed within a two week period may be disposed of. Lost and found problems can be minimized if parents will see to it that their child's belongings are identified.

P. MEDIA CENTER

1. Library

When you find a book/books you wish to check out, see the Media Center Aide. Students in grades Kindergarten through Fourth will be given one week to return books upon checkout. Students in Fifth through Eighth grades will be given two weeks to return books.

2. Computer Lab

Students will be assigned individual passwords in order to access the computers in the computer lab and throughout the building. Activity on each student's password will be monitored for appropriate use. Passwords should remain CONFIDENTIAL and should not be shared between students. If a student shares a password, he or she will be held responsible for any inappropriate actions that may occur. In addition, students may lose computer access privileges if it is known that they are giving out passwords or using another student's password. If a student forgets his/her password or loses documentation of passwords, they should contact the media center aide and/or teacher immediately. In order to receive a password for computer use, students and their parents will be required to read and sign the Acceptable Use Policy that is included in the registration packet.

Q. STUDENT RECORDS

The parents of students may have access to the permanent records of the students. Access shall be given within a reasonable length of time after the request is made. The parents of the student must give written consent before the school releases a student record. Parents may also review the student's record and may challenge the content of the student's permanent record to insure that the record is not inaccurate or inappropriate. A detailed policy and appropriate forms on student records are available upon request.

R. STUDENT RESPONSIBILITIES

1. Grooming

Students should be neat in appearance and well-groomed. Clothing need not be expensive or new to be clean and neat. Dress and grooming are primarily personal matters. However, extreme variations in dress are not acceptable. When dress becomes inappropriate for the school setting (for reasons of health, safety, or disruptive influence), then it becomes the responsibility of the school to intervene. Examples of clothing which are unacceptable in the school setting are:

- Hats and sunglasses are not to be worn while school is in session.

- Halter tops, bare midriff, fishnet shirts and going shoeless are not permitted. Some flexibility will be permitted in self-contained classes in grades 1-4.
- Clothes with vulgar or suggestive writing will not be permitted.
- Shorts must have an inseam length that reaches the end of the student's fingertips with hands by sides. Parents should use discretion in allowing students to wear shorts since the building will be air-conditioned and cool.

2. Personal Items

Children are not permitted to bring toys or other unnecessary items to school unless a staff member has requested for show and tell.

- Do **NOT** allow your child to bring knives, lighters, or other harmful objects to school.
- Electronic devices are **NOT** permitted at school except for special occasions.
- All personal belongings are the responsibility of the student. The school will not be held responsible for or liable for damaged or lost personal belongings.

3. Food, Drinks, Gum, and Candy

Our school policy concerning food, drinks, gum, and candy is as follows:

- Gum, candy, and soft drinks are not to be brought to school except for approved class parties under the supervision of the teacher.
- All food purchased in the cafeteria or brought for lunch is to be consumed in the cafeteria.
- Soft drinks and candy should **NOT** be sent in sack lunches. The Allendale School cafeteria must comply with the supervision of the National School Lunch Act, Child Nutrition Act, and the State School Breakfast and Lunch Program.
- As a result of the rules set forth by these acts and due to current proposed legislation regarding minimally nutritious items, the **MICROWAVE OVEN** will not be available for students' lunches brought from home. Additionally new, more stringent requirements regarding beverages consumed in the cafeteria via school lunch or brought from home will be:
 1. Reduced fat milk (2%) or low fat milk (1%)
 2. Beverages that are 100% Fruit or Vegetable Juice

Sack lunches will not be stored in the refrigerator unless a special diet prescribed by a doctor is required.

4. Telephone Use

Telephones are for business use; however students may be permitted to make emergency or urgent calls. Students will be asked the reason for the call and permission may or may not be granted to use the phone. Students will **NOT** be called from class except for an emergency. Messages of an urgent nature will be delivered to the students.

5. Citizenship

The 1979 edition of "Students and Schools" Rights and Responsibilities published by the Illinois Office of Education lists the following student responsibilities:

- To become informed of and adhered to reasonable rules and regulations established by local boards of education and implemented by school administrators and teachers.

- To respect the rights and individuality of other students, school administrators, and teachers.
- To refrain from liable, slanderous remarks, and unnecessary obscenity in verbal and written expression.
- To dress and groom in a manner that meets reasonable standards of health, cleanliness, and safety.
- To be punctual and present in the regular or assigned school program to the best of one's ability.
- To refrain from gross disobedience or misconduct or behavior.
- To maintain the best possible level of academic achievement.
- To respect the reasonable exercise of authority by school administration and teachers in maintaining discipline in the school and school sponsored events.

A good citizen knows the importance of taking care of public property. Good citizens will do more than their share in caring for property, by respecting others property, and reporting any misuse to the appropriate person.

Any abuse or misuse of school property (books, desks, lockers, chromebooks, etc.) will be paid for by the person responsible.

To be a good citizen, these responsibilities should be accepted by each student.

S. VISITORS

All visitors (including parents) are to report to the office when they arrive at school. The classroom doors are locked to prevent unauthorized entry into the classrooms and to help protect our students. If a student wishes to bring a visitor to school, they should get prior approval from the teacher as well as the office. Student visitors will be limited and must not interfere with the normal classroom activities.

T. NOTIFICATION OF ASBESTOS MANAGEMENT PLAN

School districts are required to notify parents of their Asbestos Management Plan annually. Allendale C.C.S.D. #17 was specified to be asbestos free and all contractors were required to sign a letter certifying that they did not use asbestos containing materials in the building. You may request copies of the above information by filing a freedom of information request in the office.

U. NOTIFICATION OF PEST MANAGEMENT PLAN

School districts are required to notify parents of their Pest Management Plan. Allendale C.C.S.D. #17 receives monthly pest maintenance from ARAB Pest Management Services. The services include spraying the interior and exterior of the building along with monitoring of termites and use of glue traps. The services are scheduled to take place on Tuesday afternoons after students have been dismissed and are no longer in the building. Additional spraying may be requested if services are needed.

DISCIPLINARY PROCEDURES

Discipline is a very important aspect of the educational process and the development of the individual. Inappropriate behavior or lack of discipline is very serious since it may hinder the educational process of the individual and others. Self discipline is very important and must be emphasized. Each student must be responsible for his or her actions and be willing to accept the consequences, positive or negative, as a result of those actions.

Discipline can be achieved or improved by rewarding and encouraging appropriate behavior. A positive approach to discipline has proven to be one of the most effective ways to improve and maintain appropriate behavior. For this reason, Allendale C.C.S.D. #17 implements the Positive Behavior Intervention Program (PBIS). The PBIS program focuses on teaching expected behavior and then encouraging and celebrating expected behaviors, instead of focusing on negative behaviors. It also establishes procedures for discouraging inappropriate behavior through problem solving and discipline referrals.

Allendale C.C.S.D. #17 encourages parents to become knowledgeable about the PBIS program and consider incorporating the program at home as well. Incorporation of the PBIS program at school and outside the school is an even more effective approach to achieving appropriate behavior from students.

DISCIPLINARY REFERRAL REPORTS

Disciplinary Referral Reports (DRR) will be part of the consequence and remediation program. DRR's will be completed by the teacher in charge at the time of infraction. One copy of all the DRRs will be mailed home, one filed in the office, and one maintained by the teacher. The DRR's will also be used to determine student participation in end-of-the-quarter reward trips. These trips are a privilege, not a right, and must be earned through appropriate behavior. Parent cooperation is encouraged.

Infractions are basically inappropriate behavior. Since the list may not be all inclusive, an infraction not on the list will be placed in a comparable category.

When an after school detention is assigned, parent acknowledgement must occur to ensure that the parent is aware of the detention. Extracurricular activities may be denied as a consequence for infractions. Major infractions may result in removal from extracurricular activities until corrective measures or consequences are completed. Repeated infractions may result in restricted and/or removal from extracurricular activities. Actions taken in this area will be agreed upon by the teacher, sponsor, and administrator.

Due process will be provided to the student at all levels of the disciplinary procedure.

EXAMPLES OF INFRACTIONS

<u>LEVEL</u>	<u>BEHAVIOR</u>	<u>LEVEL</u>	<u>BEHAVIOR</u>
MINOR	Inappropriate Language Physical Contact Defiance/Disrespect Disruption Dress Code Property Misuse Tardy Electronic Violation Other	MAJOR	Abusive Language Fighting/Physical Overt Defiance Harassment/Tease Dress Code Repeated Tardiness Inappropriate Display Electronic Violation Lying/Cheating Skipping Classes Tobacco Products Weapons Illegal Drugs/Alcohol Other

Infractions not on the list will be placed in the appropriate level.

EXAMPLES OF DISCIPLINARY MEASURES

Disciplinary measures may include but are not limited to the following:

Detention - Requiring a student to remain in a designated area within the school before or after school, or during the lunch period.

Probation - A period of time during which a student's good behavior will prevent the implementation of punishment or withholding of privileges.

Denial of Privileges - The withholding of non-academic privileges, for example, denying participation in extracurricular activities or incentives.

Removal from Class - Requiring a student to leave the classroom for the rest of the period.

In-School Suspension - Removing a student from the classroom and placing the student in the in-school suspension area where the student will participate in an education program.

Suspension from Bus - Not allowing a student to ride the school bus.

Suspension - Suspending a student from school attendance and all school sponsored events for up to ten days. This may be used by the school administrator only.

Expulsion - Expelling a student from school attendance and all school sponsored events. This may be used by the Board of Education only.

Repeated infractions will be considered gross disobedience. Gross disobedience and willful misconduct will be considered a reason for suspension.

Students who have repeated infractions, may be denied participation in end of year class trips.

Nothing in this procedure will prevent the administrator and the staff from using reasonable methods of dealing with problems not covered in the above procedure.

These grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but 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 and from school or a school activity, function, or event.
4. Anywhere, if the conduct may be reasonably considered to be a threat or an attempted intimidation of a staff member, or an interference with school purpose or an education function.

Teachers may use reasonable force as needed to maintain safety for other students and to remove students from a classroom for disruptive behavior.

Report Form for Bullying

To be completed by the bullying target, witness, or person with information about an incident of bullying and submitted to the Building Principal's office. Make it readily accessible via website(s) and other publicized designated areas in schools.

Please print and check appropriate boxes.

Name _____ Date _____
☐ Student ☐ Parent ☐ Staff ☐ Other _____

Indicate here if you prefer to remain anonymous. ☐ Yes ☐ No

Are you the target of the bullying that you are reporting? ☐ Yes ☐ No

Date of incident: _____ Time of incident: _____

Person(s) being reported as targets of bullying:

Name: _____ ☐ Student ☐ Staff
Name: _____ ☐ Student ☐ Staff
Name: _____ ☐ Student ☐ Staff

Person(s) being reported as aggressors engaged in bullying:

Name: _____ ☐ Student ☐ Staff ☐ Other
Name: _____ ☐ Student ☐ Staff ☐ Other
Name: _____ ☐ Student ☐ Staff ☐ Other

Person(s) who witnessed the bullying:

Name: _____ ☐ Student ☐ Staff ☐ Other
Name: _____ ☐ Student ☐ Staff ☐ Other
Name: _____ ☐ Student ☐ Staff ☐ Other

Was the incident based on any of these characteristics? (Check all that apply.)

- | | | |
|---|---|--|
| <input type="checkbox"/> Race | <input type="checkbox"/> Color | <input type="checkbox"/> Nationality |
| <input type="checkbox"/> Sex | <input type="checkbox"/> Sexual orientation | <input type="checkbox"/> Gender identity |
| <input type="checkbox"/> Pregnancy | <input type="checkbox"/> Gender-related expression | <input type="checkbox"/> Ancestry |
| <input type="checkbox"/> Age | <input type="checkbox"/> Religion | <input type="checkbox"/> Physical disability |
| <input type="checkbox"/> Mental disability | <input type="checkbox"/> Order of protection status | <input type="checkbox"/> Homeless status |
| <input type="checkbox"/> Marital status | <input type="checkbox"/> Parental status | |
| <input type="checkbox"/> Associated with person/group with one or more of the above actual or perceived characteristics | | |
| <input type="checkbox"/> Other _____ | | |

☐ I do not know.

Student(s) were targeted for bullying in the following way(s): (Check all that apply.)

- ☐ Electronic devices (e.g., internet, social media platforms, text, email, cyberbullying, etc.)
- ☐ Written communication (e.g., handwritten notes, other written documents, email, etc.)
- ☐ Physical act or conduct (e.g., pushing, hitting, destruction of property, stalking, etc.)
- ☐ Verbal act or conduct (e.g., rumors, lies, name-calling, using derogatory slurs, etc.)
- ☐ Social (e.g., purposeful exclusion, causing psychological harm, etc.)
- ☐ Items depicting implied hatred or prejudice were worn, possessed or displayed
- ☐ Other (*please explain*): _____

Student(s) were targeted for bullying in the following place(s): (Check all that apply.)

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Locker room |
| <input type="checkbox"/> Hallway | <input type="checkbox"/> Extracurricular activity |
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Bus |
| <input type="checkbox"/> Restroom | <input type="checkbox"/> Bus stop |
| <input type="checkbox"/> Gym | <input type="checkbox"/> School or related activity or event |
| <input type="checkbox"/> Other _____ | |

Please tell us about the incident in your own words. Use as much detail as possible - what time did the incident(s) take place, who witnessed it, what was said, what types of interactions occurred (physical, written, social, electronic, etc.)

☐ The above information is true and accurate to the best of my knowledge.

Signature _____ Date _____