

WELCOME TO JEFFERSON SCHOOL

There are two forms (see below) that you, the parent, will need to read, sign, and return to the classroom teacher as soon as possible, preferably within the first week of school.

Form #1 – Permission for you child to go on field trips/permission for your child's photo to be in the local newspapers.

Form #2 – Permission for your child to have his photograph or a videotape of your child on the school website.

We can't stress enough what an important piece of documentation the student handbook is. Thank you for taking the time to read its contents.

PRINCETON ELEMENTARY SCHOOLS
STUDENT/PARENT NOTIFICATION THAT THEY HAVE READ
AND DISCUSSED STUDENT/PARENT HANDBOOK AND
GENERAL FIELD TRIP PERMISSION FORM
PHOTOGRAPH PERMISSION

All policies, rules and regulations found in the Jefferson School Student/Parent Handbook have the endorsement of the Princeton Elementary School District Board of Education. Students and parents are requested to keep this handbook for future reference. The contents of this handbook have been explained to the students but there are many items in this handbook that parents **MUST KNOW**. Please read and review what is in this handbook.

Also, during the school year, students may be taking various field trips. Parents will be notified prior to any field trip as the location and of any special requirements. To assist the school and to prevent any inconvenience to you, we are asking you to grant your child permission to go on all field trips that your child's class will be going on. If at any time you do not want your child to go on a field trip, please notify the office so special arrangements can be made. Please sign field trip permission and handbook awareness statements below.

1. **I GIVE PERMISSION FOR _____ TO GO ON ALL FIELD TRIPS ASSIGNED TO HIS/HER CLASS.**

Date _____ **Signature** _____

2. **WE HAVE READ AND DISCUSSED THE GENERAL INFORMATION IN THE STUDENT/PARENT HANDBOOK.**

Date _____ **Signature** _____

3. **I give permission for PES Dist. #115 to photograph my child. In giving permission I understand that their photo may be used in local newspaper publications or our district website.**

Date _____ **Signature** _____

_____ **I do not want my child to be photographed.**

PLEASE SIGN AND RETURN THIS FORM TO THE CLASSROOM TEACHER AS SOON AS POSSIBLE. THANK YOU!

**WEB PAGE DISPLAY OF
A PHOTOGRAPH OR VIDEOTAPE OF A STUDENT**

- I. Pictures of Unnamed Students: Please note that students may occasionally appear in photographs and videotapes taken by school staff members, or other students, or other individuals authorized by the building principal. The school may use these pictures, without identifying the student, in various publications, including the school yearbook, school newspaper and school website. No consent or notice is needed or will be requested before the school uses pictures or videos of unnamed students taken while they are at school or a school-related activity. However, if a parent or guardian requests in writing that the school not use pictures or videos of their child, the school will endeavor to honor the request.

- II. Pictures or Videotape of Named Students: The school may wish to specifically identify a student in a school picture or video clip on its website. School officials may want to acknowledge those students who participate in a school activity or deserve special recognition. In order for the school to publish on its web page a picture or video clip of a student identified by name, one of the student's parents or guardians must sign this consent form. Please complete and sign this form to allow the school to publish and otherwise use photographs and videotapes, with your child identified, while he or she is enrolled in this school.

I grant consent to Princeton Elementary School District 115 to identify a picture or video clip of my child or ward, by full name and/or the school they attend, in the school sponsored website. This consent is valid for the entire time my child is enrolled at Princeton Elementary. I may revoke this consent at any time by written notice to the building principal.

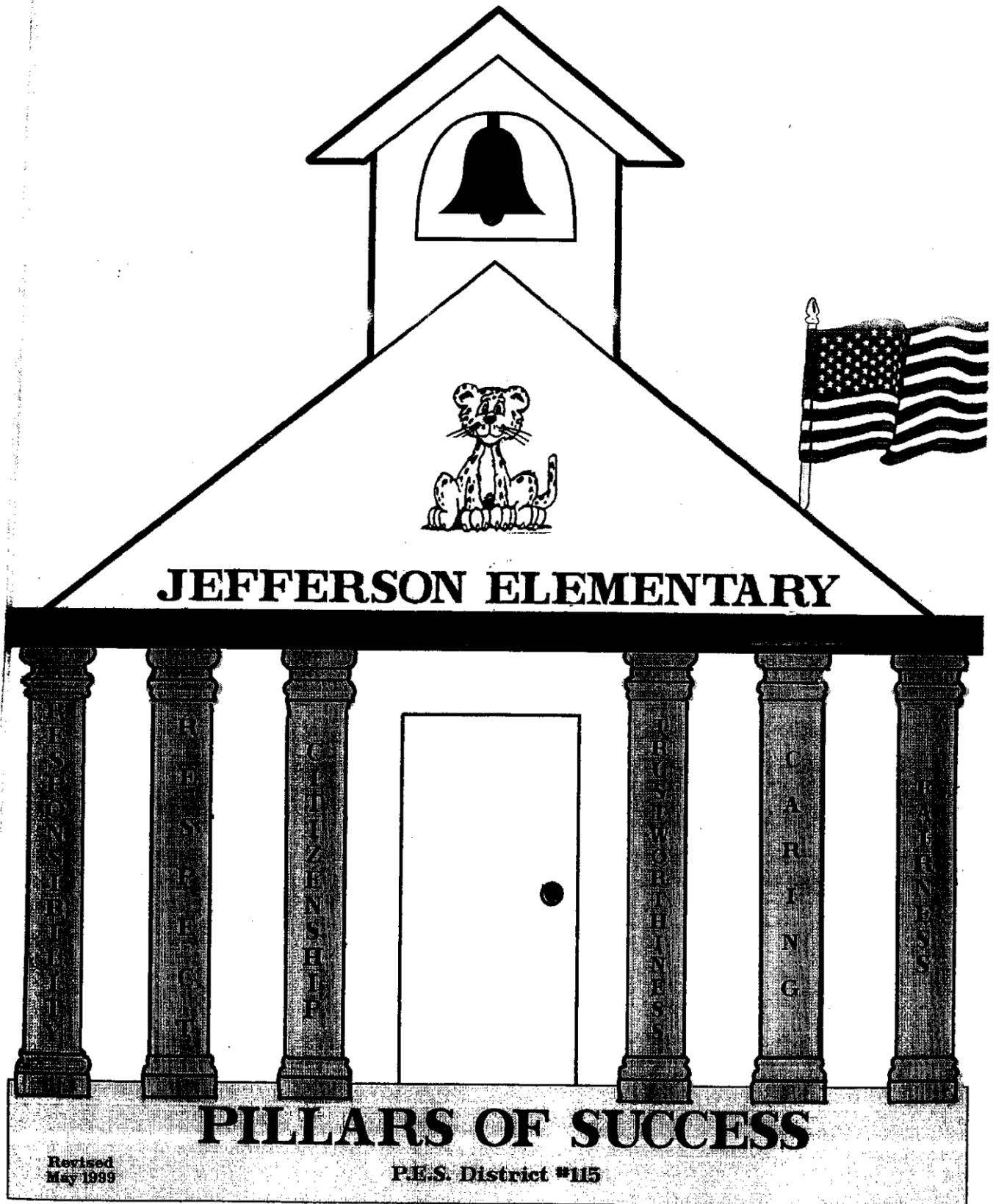
Child's Name _____

Parent's/Guardian's Signature _____

Printed Parent's/Guardian's Name _____

Date _____

I do not grant consent.



Revised
May 1989

P.E.S. District #115

RAPP ©99

Contact Information

Central Office (815)875-3162
Jefferson Office (815)875-4417

Jefferson School Staff

Eleanor Walker.....Principal
Lisa Saletzki.....Secretary
Sue Cater.....School Nurse
Jessica Davis.....Kindergarten
Sue King.....Kindergarten
Margo Cartwright.....Kindergarten
Kylee Gutshall.....Kindergarten
Paula Anderson.....Kindergarten
Christa Gruber.....Kindergarten
Susan Hale.....First Grade
Michelle Edens.....First Grade
Janet Isaacson.....First Grade
Lorraine Jacobson.....First Grade
Tonya Yepsen.....First Grade
Susan Stumpf.....Title I
Jill Cardosi.....Title I
Debra Rossler.....Special Education
Lisa May.....Special Education
Jeanie Norman.....Media Specialist
Andrea Etheridge.....P.E.
Vickie Holmes.....Music
Carol Johnston.....Art
Amy Vigars.....Speech
Brenda Mehrkens.....OT
Cindy Penzenik.....PT
Dave Briddick.....Counselor
Mary Ellen Reeves.....Paraprofessional
Margo Schindel.....Paraprofessional
Angie Evans.....Paraprofessional
Linda Strawbridge.....Paraprofessional
Sheila Krohn.....Paraprofessional
Amy Thompson.....Paraprofessional
Lisa Sprouse.....Paraprofessional
Cathie Nelson.....Paraprofessional
Stephanie King.....Paraprofessional
Dawn Muehlschlegel...Paraprofessional
Annette Robbins.....Custodian
Sally Hahn.....Bus/Lunch Aide
Heyln Wright.....Grandparent Program
Lucille Legner.....Grandparent Program
Norma Lauritzen.....Grandparent Program
Judy Dyke.....Grandparent Program
Melvina Lewis.....Grandparent Program
Marlene Savio.....Grandparent Program

DAILY SCHEDULE

Students may arrive on the playground at 7:50 a.m. There will be no supervision provided for children arriving prior to that time. We expect parents to accept responsibility of supervising their own children until the playground opening bell. If (ON OCCASION) it is absolutely necessary for a student to arrive earlier, please make arrangements with the school office. The first bell rings at 8:05 a.m. and the children will be in their classrooms by 8:10 a.m. Anyone arriving after 8:10 a.m. will be marked tardy. Class dismissal is at 3:00 p.m.

RECESS PERIODS

Kindergarten.....10:00 a.m. to 10:15 a.m.

First Grade.....1:45 p.m. to 2:00 p.m.

LUNCH PERIODS

Kindergarten.....11:15 a.m. to 11:55 a.m.

First Grade.....11:45 a.m. to 12:25 p.m.

REMINDER

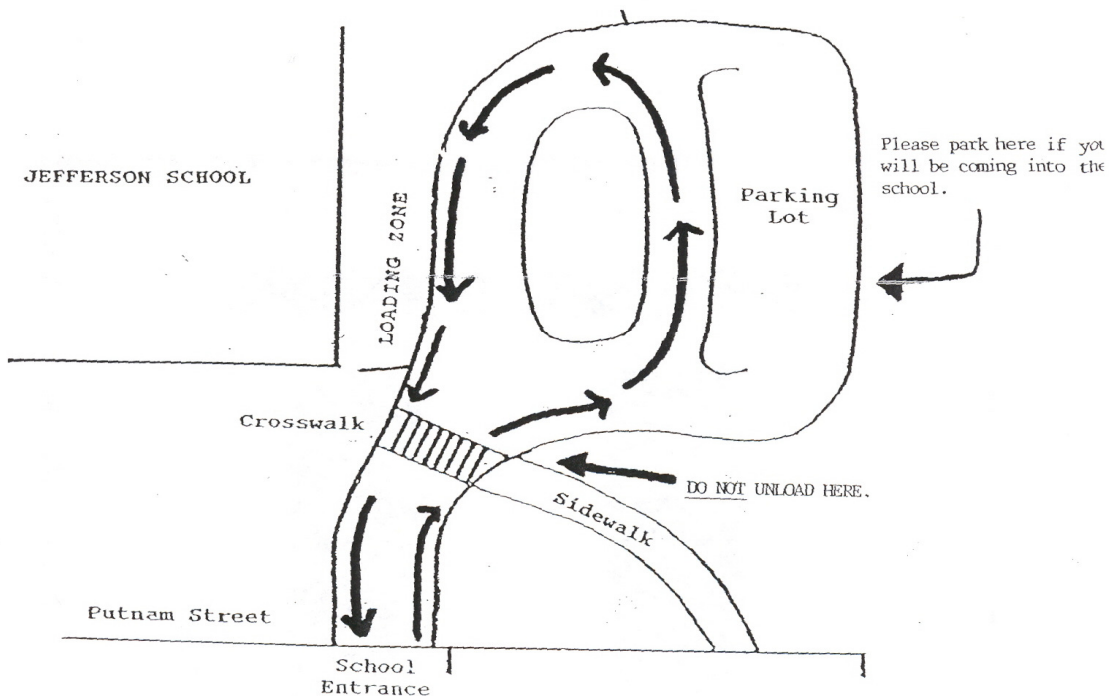
In order to **KEEP YOUR CHILDREN SAFE** and to help eliminate the traffic congestion before and after school, please refer to the map above and follow the procedures below.

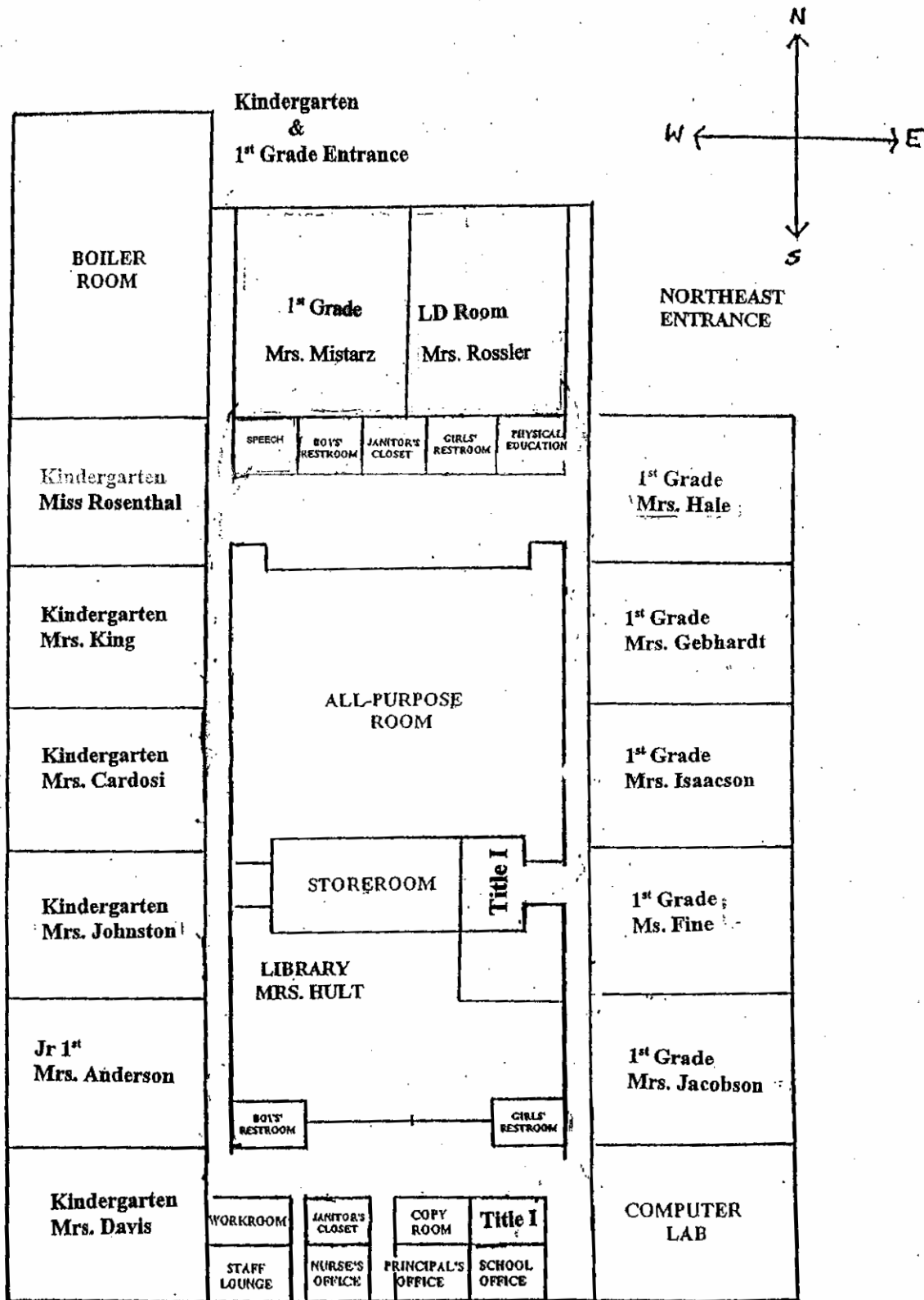
BEFORE SCHOOL

Parents are to drop their child(ren) off at the area marked **"Loading Zone"** and move along. **Do not leave your car parked along the curbed area marked "Loading Zone."** If you need to come into the building, please park in the designated parking lot.

AFTER SCHOOL

Students are to be picked up at the curbed areas marked **"Loading Zone."** Please line up in the direction of the arrows on the map. **Do not park before the cross walk** (unless the cars are lined up to that point). **Never let your child go between cars to get to your car.** **Do not leave your car parked along the curbed area marked "Loading Zone"** at this time.





South Entrance

PLEASE NOTE:

All visitors must enter the building at the SOUTH ENTRANCE ONLY. Visitors must sign in at the school office, where they will be given a "visitor badge". This badge must be worn at all times while in the building. Visitors are also required to sign out prior to exiting the building. This policy has been adopted for the safety of students and staff.

Mission Statement

The mission of District #115 is to prepare all students to reach their maximum potential in order to be contributing members of our changing global society.

Beliefs

1. Every student deserves an opportunity for a quality education.
2. Learning is a lifelong process.
3. Every child has value.
4. Education is a cooperative responsibility of student, home, school, and community.
5. Society benefits from educated people.
6. Schools should provide a positive and safe environment for all.
7. All children can learn.
8. Education should be child-centered.
9. Education must respond to changes in society.
10. Students need to be prepared for living in a diverse and global society.

Six Pillars of Success

Princeton Elementary District #115 will continue to integrate our core values throughout the K-8 curriculum. These core values will be referred to as the **Six Pillars of Success**. The meaning of these pillars are:

Responsibility- be accountable. Take responsibility for the results of what you do and don't do.

Respect – accept each other's differences in a polite manner.

Citizenship – understand, appreciate, and do things which make life better for self and for others.

Trustworthiness – demonstrate honesty, integrity, promise-keeping and loyalty.

Caring – be considerate, kind, compassionate, and generous.

Fairness – go by the rules and treat everyone the same.

As we continue to integrate these **Six Pillars of Success** into the P.E.S. District #115 curriculum, we thank you for integrating these into your family practice as well.

Jefferson School Rules

On a regular basis Jefferson students will:

1. Be Respectful
2. Be Responsible
3. Be a Good Friend
4. Be Ready to Learn

More specifically students will:

1. Walk in the halls.
2. Use bathrooms appropriately and return immediately to class.
3. Wear hats only outside the school building.
4. Check out at the office if there is a need to leave school during the school day.
5. Leave the building and school grounds right after school.
6. Will NOT wear clothing with inappropriate pictures or writing and tummies need to be covered.
7. Will NOT wear flip-flops to school.
8. Will NOT wear heelys or shoes with wheels.

For security and safety reasons, teacher permission is required for electronic devices, toys, sports cards, beanie babies, game boys, handheld computer players, and music devices.

Playground Rules

Jefferson students will NOT be involved in:

1. Disobeying directions of playground supervisors.
2. Fighting, which includes play fighting.
3. Swearing.
4. Throwing rocks, snowballs and/or other dangerous items.
5. Leaving school grounds without permission.
6. Showing disrespect to staff and/or other students.
7. Returning to class late.

8. Bullying, teasing, intimidating, and/or threatening other students.
9. Misusing playground equipment.
10. Throwing balls against the building.
11. Bringing food and/or drink outside.
12. Playing in water and/or mud puddles.
13. Bringing toys, balls and play items from home to use on the playground.
14. Leaving the playground to come into the building without permission.

Students should report any playground problems directly to a playground supervisor.

Discipline options include:

1. Talking with playground supervisor(s).
2. Isolating student(s) from other students.
3. Referring student(s) to their classroom teachers.
4. Contacting parent(s) in cases of repeated problems.
5. Referring student(s) to building principal or head teacher.

Lunchroom Rules

Jefferson students will:

1. Use classroom voices in the lunchroom.
2. Walk in the lunchroom.
3. Wait patiently in line (no pushing or crowding).
4. Stay seated until their table is called for recess.
5. Clean their own eating areas and use garbage cans.
6. Refrain from throwing food.
7. Dispose of trays properly.

Discipline options include:

1. Verbal reminders
2. Five or ten minutes of time out from recess
3. Lunchroom clean up
4. Eating lunch in an isolated area
5. Eating lunch in the office area and missing lunch recess. (Parents are contacted.)

Unacceptable Behavior Offenses

In order to provide a safe and productive environment we have an “unacceptable behavior policy” on the following:

1. Fighting or **intentionally** causing physical harm to others (includes play fighting).
2. Damaging school property and the property of others.
3. Stealing.
4. Showing disrespect to adults.
5. Using weapons and/or “look alike” weapons and laser pointers.
6. Threatening, bullying, or intimidating others.
7. Leaving school grounds without permission
8. Being deliberately non-compliant.

Students are immediately referred to the principal or head teacher for these violations.

Consequences

With each of the above unacceptable behavior offenses, parents are notified by discipline notice or telephone call. (MINIMUM STARTING STEP IS STEP 1. THE BEGINNING STEP IS DEPENDENT ON THE SEVERITY OF THE ACT. EACH STEP IS PROGRESSIVE.)

1. Parents will be contacted and will be expected to come to school to discuss the situation and the consequences.
2. 1 day NO recesses
3. 2 days NO recesses
4. In school suspension – 1 day
5. Out of school suspension – 1 day
6. Out of school suspension – 2 days

*WITH A MANDATORY REFERRAL FOR A BEHAVIOR EVALUATION

*UNTIL EVALUATION IS COMPLETE EITHER A PARENT STAYS WITH THE CHILD IN THE CLASSROOM AT SCHOOL EACH DAY, OR THE CHILD IS HOME TUTORED.

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1. **ACCIDENTS/FIRST AID/ILLNESS**

Our primary objective is to prevent accidents by close supervision. The school is equipped to render only minor first aid when accidents do occur. Parents/guardians will be contacted and requested to come to school and assume responsibility for any additional health care. An Emergency Information Form is sent home each year for the parents to update. This information is essential and is often referred to when the child needs medical attention. Parents/guardians of students who become ill at school will be contacted to come for their child.

2. **ATTENDANCE**

Attendance at school is compulsory. Parents should be aware that repeated absences have a negative effect on learning and many times result in lower grades.

- (a) Parents or guardians should call the school (875-4417) prior to 9:00 a.m. to excuse their child from school. Students who are absent for reasons other than sickness must be excused in advance. Failure to comply could result in an unexcused absence. At the discretion of the principal, a note may be required. The school will try to contact parents at home or at work if the school is not called. If a student is home ill for several days, only one phone call is required the first day that student is absent.
- (b) If a student's attendance is irregular during a semester, the principal may contact the parents and arrange a conference.
- (c) If a student becomes ill during the day, the student must check out in the office. The parents will be contacted by phone prior to sending the child home.
- (d) Excused absences are granted for illness, attendance at funerals, medical or dental appointments that cannot be scheduled after school hours, and special reasons requested by parents in advance of the absence.
- (e) An excused absence is granted when a student has followed the Princeton Elementary School District's policy. The student has time equal to the time absent to make up work (absent 3 school days – students have 3 days to make up work.)
- (f) An unexcused absence is assigned when a student fails to follow school attendance policy. The student will be considered truant from school.
- (g) Truancy is being absent without permission from any scheduled class or activity to which a student has been assigned. Truancy may result in a parent-teacher conference, counseling services, psychological testing, or some other educational adjustments. Truancy may also result in an in school suspension and/or notification to the District Superintendent, the Regional Superintendent, and the State's Attorney.
- (h) In the interest of student safety, we request that parents contact the school if they are aware that their student will be tardy. In cases of repeated tardiness, the school will contact the parents. In cases of occasional tardiness, it will be reported to the parents by means of the report card.

3. **ASBESTOS NOTICE**

The Princeton Elementary School District #115 Asbestos Management Plans have been prepared in accordance with the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR 763) for the respective school your child is attending. Copies of the Management Plan are available at the Administration Building, 506 East Dover Road, Princeton, Illinois and in the offices of your school. The Safety Sheets are available for your inspection during normal business hours of the office (Monday – Friday, 8:00 a.m. to 4:00 p.m.) and during other times by special arrangement. We request that appointments be made with us to review such plans. To make arrangements, please contact: Mr. Tim Smith, Superintendent at 815-875-3162. All six month inspections have been completed on April 1, 2010. The next three year inspection will be April, 2013.

4. **BICYCLES**

The school expects the parents to instruct and accept the responsibility of their student obeying safety rules in riding his/her bicycle to and from school. Bicycles are not to be used during the day, with the exception of those students who go home for lunch. Due to heavy pedestrian and automobile traffic, the children who ride bicycles to school will walk (not ride) on the sidewalks around the school. Bicycles must be parked in the racks. A student who is maliciously annoying other students, or violating safety rules which create safety hazards to themselves or for other students, will be disciplined and parents will be notified.

5. **BIRTHDAYS**

Traditionally, students have been permitted to bring classroom treats as a celebration on their birthday. It is recommended that arrangements be made for afternoon distribution of treats, preferably following the afternoon recess. This will allow the classroom teacher the prime time earlier in the day for instruction, when the children are most alert. Because it is impossible to know each individual teacher's schedule, prior arrangements should be made with the classroom teacher. Distribution of invitations or presents at school is not allowed. This can cause hurt feeling for those not receiving an invitation.

6. **BUS STUDENTS**

- (a) Bus students are to remain on the school premises from the time of bus arrival until it departs, unless other arrangements are made with the school.
- (b) Bus students will be supervised from the time of their arrival to their departure.
- (c) Questions concerning the pickup discharge and time that students are on the bus should be directed to the Director of Transportation at 875-6417.
- (d) It is convenient for drivers to know in advance if the student is not riding the bus. Individual drivers will inform the children of the procedure they want used to inform them. Unless special arrangements are made, students may only be discharged at their residence.
- (e) Bus students who wish to ride a different bus home with a friend must make arrangements with the office the day prior to riding the bus. The arrangements will include verification from the parents of the host student and parents of the guest rider.
- (f) Students behave in a manner that may cause a safety hazard may lose their bus riding privileges.

BUS RULES

Bus regulations and rules:

- (a) School bus riders, while in transit, are under the jurisdiction of the bus driver.
- (b) Be at the designated bus stop on time. Help keep the bus on schedule. (Don't come out one at a time or running at the bus.)
- (c) Stay off the road at all times while waiting for the bus.
- (d) Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
- (e) Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpack and other items are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
- (f) Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
- (g) Do not leave your seat while the bus is in motion.
- (h) Be alert to a danger signal from the driver.
- (i) In the event of an emergency, remain on the bus until instructions are given by the driver.
- (j) Keep head and hands inside the bus at all times. Do not throw anything out of the bus windows.
- (k) Remember that loud talking and laughing or unnecessary confusion could divert the driver's attention and cause a serious accident.
- (l) Be absolutely quiet when approaching and crossing the railroad crossing.
- (m) Treat bus equipment as you would the furniture in your home. Never tamper with the bus or any of its equipment
- (n) Assist in keeping the bus safe and clean at all times. No eating or drinking is allowed on the bus.
- (o) No animals are allowed on the bus.
- (p) Keep book bags, packages, coats and all other articles out of the aisles.
- (q) Do not leave books, lunches, or any other items on the bus.
- (r) Be courteous to the bus driver and fellow pupils.
- (s) Help look after the comfort and safety of smaller children.
- (t) Do not ask the driver to stop at places other than the regular bus stops. He/She is not permitted to do this without authorization from the school officials.
- (u) Observe the same rules and regulations on other trips under school sponsors.
- (v) Observe safety precautions at the point of discharge. When it is necessary to cross the highway, proceed to the point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions; then wait for a signal from the bus driver permitting you to cross.
- (w) The bus driver is in complete command of the bus at all times and has the responsibility of enforcing all bus regulations. He/she may also issue any other instructions which he/she deems necessary for the successful and efficient operation of his/her bus. The bus driver will remove from the bus any student failing to observe the rules and regulations, subject to administrative approval.
- (x) Never run back to the bus, even if you have dropped or forgotten something

BUS CONDUCT

All students must follow the District's School Bus Safety Guidelines. The Superintendent, or any designee as permitted in The School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in School Board policy, 7:190, *Student Discipline*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.

6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Electronic Recording on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

The content of the electronic recordings are student records and are subject to District policy and procedure concerning school student records; such recordings are exempt from the Eavesdropping Act. Only those people with legitimate educational or administrative purpose may view and/or listen to the electronic video and/or audio recordings. If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

7. CAFETERIA

In an effort to provide students with an atmosphere and environment that is conducive to proper digestion, organization and order are necessary. Procedures that provide the maximum in safety, health, and rights of other will be established and enforced. Students will remain seated until they are dismissed. Upon dismissal, they are to dispose of their trays in the proper container. If students violate lunchroom rules, parents will be informed, and the student will lose lunchroom privileges.

Children who bring their lunch will enter the cafeteria with their classmate. Milk is available for .30 cents per half pint carton. No student will be allowed back in the building during lunch recess without the consent of the duty teacher.

- (a) Lunch money will be collected daily or by the week. Students who have paid for lunches and are sick or absent will be given credit for those lunches that have been paid for when they return to school.
- (b) Cost of student lunches will be **\$2.00 daily, or \$10.00 weekly, breakfast is \$1.00 daily.**
- (c) Children who bring packed lunches may buy milk for 30 cents. Extra milk for hot lunches may also be purchased for 30 cents.
- (d) Students will not be allowed to charge lunches.

8. CHILD ABUSE

For the safety of the children, teachers are required by state law to report any injuries to a child that may have been the result of child abuse.

9. DAILY SCHEDULE

Parents are asked to see to it that their child does not arrive any earlier than fifteen minutes before school starts. The school day begins at 8:10 a.m. and will dismiss at 3:00 p.m.

10. DISCIPLINE POLICY

Student conduct that for any reason disrupts class work or involves substantial disorder or invades the rights of other will not be tolerated. The following are examples of inappropriate behaviors that will require some disciplinary actions:

- (a) Fighting
- (b) Stealing
- (c) Cheating
- (d) Foul language
- (e) Use of obscene gestures
- (f) Rowdy conduct
- (g) Open defiance or disrespect to school personnel
- (h) Intentional destruction of property
- (i) Throwing any object or material with the intent to harm or annoy
- (j) Openly disobeying established school playground rules
- (k) Harassment of others
- (l) Gang type activities

Disciplinary action will begin in the classroom where minor infractions are handled by the classroom teacher. Typical disciplinary procedures in the classroom include: verbal warnings, reprimands, a time out period, recess restriction, parental conference, or referral to the principal. When a student is referred to the office, the teacher referring the student must contact the parents concerning the problem. A referral to the principal is to be used when the teacher's in-class disciplinary system has failed to correct what the teacher feels is unacceptable student's behavior. Some typical disciplinary actions when the students are referred to the office are: recess restrictions, verbal reprimand, playground restrictions, parental conference, loss of field trip privileges, in-school suspension, or out-of-school suspension.

SUSPENSIONS

There are two forms of suspensions, OUT-OF-SCHOOL, and IN-SCHOOL. During an out-of-school suspension, a student is sent home and not allowed to attend any classes or school functions. In-school suspension requires the student attend school, but the student is isolated from other students and is required to do school work. Students are only suspended for flagrant or repeated misconduct.

EXPULSION

When behavior change has not been affected by other discipline procedures, expulsion may result. Expulsion is the removal of the student from the classroom and school activities for a period of time not to exceed the school term. Only the Board of Education may expel a student.

DUE PROCESS

The school may not deprive a student of rights without due process. Due process is afforded to guarantee that the accused person has a chance to present a defense to explain the circumstances of the alleged improper actions or to attempt to prove innocence. In all cases of suspension and expulsion, due process procedures will be observed.

DRESS CODE

Clothing or shoes that are hazardous to the safety of the student or others will result in the school contacting the parents, requesting more suitable clothing be brought to the school for the child. Also, clothing that cause's unusual distraction in the classroom may result in the parents being contacted to bring a change of clothing to school.

RECIPROCAL REPORT OF CRIMINAL OFFENSES COMMITTED BY STUDENTS

The police department and the school principal will verbally report to each other the following activities when committed by a student enrolled in the principal's school: all cases involving illegal or controlled substances, weapons of any type, gang activity, a serious crime or felony, and any other cases for which the reporting may be beneficial.

In accordance with Illinois Rules and Regulations, the school may adapt the discipline policy to meet the needs of those students who have Individual Education Plans (IEP)

11. DRUG PREVENTION PROGRAM

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Therefore, the Princeton Elementary Schools will provide an age-appropriate, developmentally based drug and alcohol education and prevention program for all students in all grades.

The Princeton Elementary Schools strictly prohibit the unlawful possession, use or distribution of illicit drugs, tobacco in any form and alcohol by students on school premises or as part of a school activity. Students that are engaged in such activity will be disciplined consistent with School District policy and referred for prosecution in accordance with local, state and federal law, up to and including possible expulsion from school. Those disciplinary sanctions may result in suspension from school up to 10 days. Parents will be notified, and a report will be provided to local law enforcement agencies. The student may be recommended to complete an appropriate rehabilitation program which may include: (1) Student Assistance Program; (2) Substance Abuse Counseling; along with (3) Non-school program referrals to other outside service providers. Repeat offenders may face expulsion. Student compliance with the standards of conduct is mandatory.

12. EARLY DISMISSAL OR SCHOOL CLOSING

It may be necessary to close school unexpectedly due to severe weather, power failure or other reasons. In the event of an emergency, the radio station in Princeton (WZOE-1490) will be notified and will inform you of any change in the regular schedule. *If the situation warrants, due to an emergency, students will not be released to parents until it is determined to be safe by school and law enforcement officials.*

It is recommended that the parent or guardian develop a plan with their children in the event of an early dismissal. If it is

impossible to develop a plan that will provide proper care and safety for your children, please contact the school for assistance in developing a satisfactory procedure.

13. EMERGENCY CARDS

Two identical emergency cards should be filled out. The cards are extremely helpful in the event of sickness or injury. If, during the year, any change takes place (i.e., home phone, address or place of employment), Please notify the school office. One card will be placed in the office and the other will be for the classroom teacher.

14. FIELD TRIPS

Signed parental permission is required for field trips when the students will be leaving the Princeton Elementary School District. Parents/guardians will be notified in advance of all field trips. Any parent wishing their child not go on the field trip should notify the school in writing prior to the field trip.

15. LIBRARY

In an effort to establish an interest and love for reading at an early age, the learning center and library shall operate in accordance with these guidelines:

STUDENTS MAY CHECK OUT ONE OR TWO BOOKS AT A TIME.

BOOKS WILL BE OVERDUE AFTER A TWO WEEK TIME PERIOD.

BOOKS MUST BE RETURNED BEFORE ADDITIONAL BOOKS CAN BE CHECKED OUT.

It is desirable that parents assist the school in teaching responsible care of library materials, and the parent/guardian will be expected to pay \$10.00 for a paperback book, \$20.00 for a hardback book or the replacement cost of books that are lost.

16. LOST AND FOUND

Lost articles are turned into the office or put in the lost and found box in the hall. If left unclaimed for a period of time, the school will dispose of them. The school is not responsible for lost items but may be able to help locate them.

17. MAKEUP WORK

Makeup work is important, and during student's absence, due to sickness, vacation or other unforeseen events, concepts may be introduced that are absolutely necessary for the student's sequential academic development.

Due to the difficulty of projecting the rate at which a class will progress, it is difficult to successfully provide makeup work prior to the absence. Upon the student's return to school, the parents and/or student should contact the classroom teacher for the assignments that were missed.

18. MARKING PERSONAL BELONGINGS

PLEASE HAVE NAME TAGS OR MARKINGS ON CLOTHING, GLOVES, BOOTS, LUNCH BOXES, AND LUNCH SACKS. Every year we have numerous articles that are unclaimed, and if there were names on the articles, it would save the parents the expense of replacing the articles.

19. MEDICATION POLICY

Parents/guardians should administer **all** dosages of medication for their child at home if possible. Students should not take medication during school hours or during school related activities unless it is necessary for the student's health and well-being. Medications such as antibiotics should be scheduled to be given outside of the school hours. The parent(s)/guardian(s) may administer the medication at school with the approval from the building principal or school nurse.

If a student's licensed health care provider, parent(s)/guardian(s) deem it necessary for the student to take medication during school hours, they may request that the school provide for the medication to be taken by their student according to the district's procedures on medication administration. The physician or health care provider must complete a "**School Medication Authorization Form**" for either prescription or non-prescription medication which needs to be taken during the school day. No school district employee shall administer medication to any student or supervise a student's self-administration of any prescription or non-prescription medication until the "School Medicine Authorization Form" is received in the office. This form must be completed and signed by both parent and physician. Prescription medication and/or over the counter medication must be brought to school in the original package/container.

If the student is on medication indefinitely, the parent(s)/guardian(s) must file a new "School Medication Authorization Form" every year. At the end of the year, all medication must be picked up by the parent/guardian in the office. Any medication that is not picked up will be discarded.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students including administering medication. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school related function other than as provided for in this policy and its implementing procedures. Medication can

only be used by the applicant. Any willful distribution of this medication to another may result in disciplinary action.

20. NON-CUSTODIAL PARENT'S RIGHTS

It is the intention of the Princeton Elementary School District #115 to comply with both the laws and the decisions of the court system in child custody cases. Therefore, parents with custody of their children must furnish the school with court orders which prohibit the release of students or records or both to non-custodial parents.

Custodial parents must present in writing that a "clear and present" danger exists for the school not to release a student to a non-custodial parent if no court order exists. Custodial parents are encouraged to immediately seek a court order directing the school not to release a student to a non-custodial parent whenever such a "clear and present" danger exists. Without such a court order, the school cannot guarantee that such a release will not occur.

Non-custodial parents have the right to information on grades and school progress, and this information will be provided if a request is made in writing to the school by the non-custody parent unless a court order indicated that this right has been refused.

In cases of parental conflict, the school will contact the Sheriff's office or other social agency as necessary to protect the interest of the child.

21. PERMISSION TO LEAVE SCHOOL

Permission to leave school before the close of the day may be obtained only from the school office personnel upon presentation of a written excuse from home or written notice of a professional appointment (dentist, doctor, etc.) A student may not be excused from school to the custody of anyone except the legal parent or guardian or representative of the same.

22. PEST MANAGEMENT

The Princeton Elementary School District #115 Integrated Pest Management Plan has been prepared in accordance with the Public Act 91-0525 signed by Governor George Ryan on August 13, 1999. This changes the requirements for structural pest control inside all public school buildings. Implementation of this act will be August 1, 2000. Copies of the Integrated Pest Management Plan are available at the Administrative Offices at 506 East Dover road, Princeton, Illinois, (815)-875-3162. The plan is available for your inspection during normal business hours (Monday through Friday, 8:00a.m.-3:30 p.m.) and during other times by special arrangement.

23. PHYSICAL EDUCATION

Physical education is required by the state of Illinois and is to be considered as any other subject. In accordance with the school code, students may only be excused from physical education by a licensed physician.

We do not have the facilities to permit a change of clothes or showers, so in the interest of the student's health and sanitary maintenance, students should have white gym socks. In the interest of safety, and to prevent other students from being injured by hard soles, heels, buckles, or other hardware attached to shoes and to assure the best footing possible, **gym shoes are required.**

Parents requests that their child be excused from physical education may be honored, providing it is not extensive or habitual.

24. PLEDGE OF ALLEGIANCE

Each morning school starts by the students saying the Pledge of Allegiance to the flag. Any parents not wishing their child to participate because of religious reasons should contact the school in writing.

25. PROMOTION GUIDELINES

The general policy of the Princeton Elementary School district #115 is to encourage and assist each pupil in the school district to move along in a continuous growth pattern of academic achievement in harmony with normal and social emotional development. It is the philosophy of District #115 that grade placements of each student should serve the best interest of the student and curriculum requirements, and that each promotion and retention will be decided on its own merit. The classroom teacher will have the primary responsibility for recommending the promotion or retention of each student, subject to review and approval of the principal.

In arriving at a decision for either promotion or retention of a student, the combined views of the teacher and the principal are taken into consideration, along with those of the parent/guardian. The determining factors will be social and intellectual maturity, progress in basic skills, reading level, results from standardized achievement tests, class work assignments, and observations.

If a student does not qualify for promotion to the next grade, a remedial assistance program will be designed for that student,

which may include, but shall not be limited to, summer bridge program of no less than 90 hours, tutorial sessions, increased or concentrated instructional time, modifications to instructional materials, and retention in grade.

26. RECESS

It is most desirable and highly recommended that all students participate in a recess activity, as children need a break from classroom routine. Normally, it is assumed that if the child is healthy enough to attend school, he is able to participate in recess activity. Should you feel that an unusual circumstance exists, please contact the school office for consideration of special arrangements. If it is requested that a student stay in from recess for an extended period of time, a doctor's excuse will be required. No student will be allowed back in the building during recess without the consent of the duty teacher.

27. SEARCHES AND INSPECTIONS

"School authorities may inspect and search places and areas owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or the consent of the student and without a search warrant."

28. SKATEBOARDING/ROLLERBLADING

No skateboarding or rollerblading is allowed on school property.

29. STUDENT SERVICES

A. SPECIAL EDUCATION PROGRAMS AND SERVICES

School District #115 provides comprehensive programs and services for handicapped children ages 3 to 14 with the following exceptional characteristics: auditory, visual, physical, or health impairments, speech and/or language impairments: deficits in the essential learning or perception, conceptualization, memory attention and/or motor control; deficits in intellectual development and mental capacity; effective disorders and/or adaptive behavior which restricts effective functioning. School social work, psychological, and diagnostic evaluation services are also available through the district's membership in the Tri-County Special Education Cooperative. All students evaluated and found eligible have the right to receive such programs and services, as well as all programs and services available to all students of district 115. Program information, including regulations which govern the administration and operation of special education is made available to parents upon request.

B. SPEECH/LANGUAGE THERAPY SERVICES

Speech/language therapy services are provided by District 115 for those students whose speech or language differs from normal sufficiently to draw the attention of others or to cause discomfort to the speaker. Each year screening for communication disorders is conducted for students in kindergarten through 8th grade. In addition, the clinicians test all students upon initial enrollment in the District and review all those identified as having difficulties. Questions regarding service availability should be directed to the District Special Education Coordinator at 875-1164.

C. HOME AND HOSPITAL TUTORING

Any student with a health or physical impairment which will cause an absence from school for more than two consecutive weeks is eligible to receive home and/or hospital tutoring. The health or physical impairment must be verified by a written statement from a licensed medical examiner. In conjunction with the medical examiner, school personnel will determine if the student can educationally benefit from such a program. Parents should contact the building Administrator for a medical certification form and have it completed by their physician. For additional information, please call the district Special Education Coordinator at 875-1164.

D. IDENTIFICATION OF GIFTED STUDENTS

All students enrolled in the Princeton Elementary School District #115 are screened for gifted identification. Those students achieving 85% or higher on a standardized achievement test are further screened by a group IQ assessment, teacher recommendation, class grades, and parent nomination. A matrix is developed from these factors, which is utilized in student identification for the Gifted and Talented Program.

E. ACCESS TO STUDENT RECORDS

Parents and their children are guaranteed access to all student records maintained by the school system. Parents and students desiring to see their records should request access of the building principal. Access will be granted within 15 school days. School personnel will be available to help interpret record contents. Parents and students may: have copies of any portion of the record at their expense, challenge the contents of the records; receive copies of records proposed to be destroyed; or challenge information proposed to be transferred to another school district.

Access to student records without informal written consent is limited to educational officials, parents whose children are under the age of 18, and students, unless subpoenaed or necessary for an emergency.

The following has been designated as public information and shall be released to the general public unless parents or the student request that it not be released: student name and address, grade level, birth date and place, parents; names and addresses, information or participation in school sponsored activities and athletics, and period of attendance in the school.

Copies of the appropriate laws, rules and regulations on student records are on file with the building principal. Questions regarding student records should be addressed to the appropriate administrator. Concerns which cannot be resolved at the building level will be forwarded to the Central Administrative Office by the school principal.

30. TELEPHONE

The telephone is to be used for emergencies only, and permission must be given by the office. After school plans should be made before the school day begins.

31. TITLE I SERVICES

Title I is a program that is funded through the federal government. This program is designed to help students that need supplementary help so they can be successful in the regular classroom. Since the funds are limited, only those with the most need will receive these services. Parents of students involved in this program will be contacted and will meet with the teachers who will explain the program and activities of the Title I Program. Close parent contact will be maintained throughout the school year. Parents will be involved in the planning, operation, and evaluation of the Title I program. All parents are encouraged to make suggestions and comments about this program and all programs within the schools to their building principal.

32. VISITORS

Parents are welcome and encouraged to visit school. Advance arrangements should be made with the classroom teacher to reduce any disruption. Please check into the office when entering the building.

33. WORK RELEASE FOR PARENT TEACHER CONFERENCES

The School Visitation rights Act permits employed parents and guardians, who are unable to meet with educators because of work conflict, the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their children attend. The employee must consult with the employer to schedule the leave so as not to disrupt unduly the operations of the employer. This act is only for those companies which employ fifty or more individuals.

34. You May Request Your Child's Classroom Teachers

As a parent/guardian of a student at a school receiving funds under Title I of the Elementary and Secondary Education Act, you have the right to request the professional qualifications of the teachers who instruct your child and the paraprofessionals, if any, who assist them. You may request the following information about each of your child's classroom teachers and their paraprofessional assistants, if any:

Whether the teacher has met State certification requirements;

Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria has been waived;

The teacher's college major;

Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and

Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

NOTIFICATION OF RIGHTS UNDER FERPA

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

(1) The right to inspect and review the student’s education records within 45 days of the day the school receive a request for access.

Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record (s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist) ; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5930

