

## **PRAIRIE HILL CCSD # 133 DISTRICT OFFICE**

[www.prairiehill.org](http://www.prairiehill.org)

6605 PRAIRIE HILL ROAD  
SOUTH BELOIT, IL 61080  
PHONE: 815-389-3964  
FAX: 815-389-6107

## **PRAIRIE HILL SCHOOL (KINDERGARTEN THRU 4<sup>TH</sup>)**

[www.prairiehill.org](http://www.prairiehill.org)

14714 WILLOWBROOK ROAD  
SOUTH BELOIT, ILL 61080  
PHONE: 815-389-3957  
FAX: 815-389-8582

### **SCHOOL HOURS**

8:30 A.M. – 3:15 P.M.  
Doors will open at 8.25 A.M. The School District does not provide student supervision before this time.

## **WILLOWBROOK MIDDLE SCHOOL (5<sup>TH</sup> – 8<sup>TH</sup>)**

[www.prairiehill.org](http://www.prairiehill.org)

6605 PRAIRIE HILL ROAD  
SOUTH BELOIT, IL 61080  
PHONE: 815-389-3957  
FAX: 815-389-6107

### **SCHOOL HOURS**

7:45 A.M. – 2:30 P.M.  
Doors will open at 7.30 A.M. The School District does not provide student supervision before this time.

# **PRAIRIE HILL CCSD #133**

## **MISSION STATEMENT**

***It is our mission to provide learning opportunities and experiences to our students for a lifetime of growth and development.***

## **PURPOSE STATEMENT**

***To inspire a passion for thinking and learning***

### **WELCOME**

This handbook is a summary of the Prairie Hill District #133 policies. The complete policy manual is available in the district office located at WMS or online @ [www.prairiehill.org](http://www.prairiehill.org). Amendments to this handbook may be made at any time without notice. Questions or suggestions regarding the content of this handbook are always welcome. Please contact the building principal or district office with your questions or comments.

### **HISTORY**

In 1949, a vote passed to consolidate three schools (Nichols, White and Hayward). In 1952, the Prairie Hill School District #133 building was completed and opened on a site that is now approximately located at the overpass on Prairie Hill Road and I-90.

The Illinois State Highway Department in 1958 purchased and demolished the original Prairie Hill School.

In 1959, the present Prairie Hill School was opened. Five additional acres of land were purchased in 1967 and 1989, making the new campus 15.1 acres. Additions to the Prairie Hill building were completed in 1968, 1975, 1996, and 2001.

The majority of Prairie Hill School is within the boundaries of Roscoe Township, with a very small northern portion attached to the city of South Beloit. Students from Prairie Hill District #133, after promotion from eighth grade, attend Hononegah High School.

In August of 2009, Prairie Hill School District opened its newest addition on Prairie Hill Road. Willowbrook Middle School houses grades 5 through 8 and PHS is home to grades Kindergarten through 4.

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# **GENERAL INFORMATION**

## **SCHOOL BOARD MEETINGS**

The School Board meets the last Tuesday of every month at 6:30 PM at Willowbrook School Library. To bring a matter before the Board, please notify the District office at 389-3964 48 hours in advance so it may be added to the agenda. Regularly scheduled Board meetings are open to all. The third order of business at each meeting is devoted to the "Audience of Visitors" where questions may be raised. Occasionally meetings are re-scheduled, so please check the event calendar at [www.prairiehill.org](http://www.prairiehill.org) before coming.

## **VISITING THE SCHOOL**

School visitors are always welcome. However, all persons are required to report to the office, sign-in and obtain a visitor sticker. Parent(s)/guardian(s) wishing to confer with their child's teacher or observe in the classroom are asked to arrange the visit with your child's teacher before coming to school.

## **FIELD TRIPS**

Field Trips are planned and organized by the classroom teacher. The specifics of a particular field trip will be part of the paper work that is shared with parents prior to each trip. Please be reminded that fieldtrips are intended to engage and educate students in an entertaining format. Parent participation is completely left to the discretion of the teacher. It is the school's policy that when parents are invited to assist a teacher on a field trip, the invitation does not include siblings. Please make arrangements for other childcare.

## **DRESS AND GROOMING**

### **DRESS CODE**

It is the responsibility of the Board of Education to ensure that every student has a safe environment in which to learn. Students' dress and grooming must not disrupt the educational process. Prairie Hill School District's administrators will decide when a students' dress and grooming is unacceptable.

Our Policy:

- Tops:
  - Must have sleeves
  - Undergarments may not be visible
  - Must be long enough to cover midsection when standing or seated
  - Tops which expose the chest are not permitted
  - Tops must be in good taste (No cigarette or alcohol advertisements, profanity, drug or gang advertisements or symbols).
- All outerwear (head coverings, coats/jackets, scarves, sunglasses) are to be stored in the locker and not worn or carried during the school day.
- Bottoms:
  - Pants or shorts must be worn at the waist
  - Undergarments may not be visible
  - Shorts and skirts must be mid thigh in length.
  - Tears or rips must be below the fingertips when arms are extended at sides in a standing position.
  - No chains (wallet, belt, etc.)
  - No spiked clothing, collars, or wristbands.
  - Footwear must be worn at all times.

Any students wearing clothing deemed inappropriate by an administrator will be asked to change or be sent home. Consequences will be assigned.

## REPORT CARD AND GRADING SYSTEM

Report cards are issued every nine weeks and are sent home by teachers one week after the grading period ends. The only exception is scheduled parent conferences. Students at risk for failure shall be identified and given such support as their school principal deems appropriate. The grading system approved by the School Board is listed as follows:

A	94 – 100
B	85 – 93
C	75 – 84
D	65 – 74
F	64 and below

## VOLUNTEERS

We need your help! Prairie Hill School District parents can help in the following ways:

- Read to students, have students read to you, help with classroom projects
- Room Parent – Parent(s) serve special treats to the class and help teachers with any special occasions
- Accompany students on field trips
- Volunteer in the library
- Help teacher with games and projects
- Help with PSA's many school activities
- Help with Music Advocates and Athletic Booster Club activities

If you wish to volunteer and have not been called, please contact the school office. If you have volunteered, remember that the school is depending on you. If unforeseen circumstances prevent you following through, please contact the school office.

## REGISTRATION

Parent(s)/guardian(s) must prove District residency and complete a registration form and health emergency card at the beginning of each school year. All students new to the District must present a Birth Certificate upon registration.

If any information changes during the school year, such as telephone numbers of people with whom the student may be left, please notify the school office immediately.

State law requires students to have physical, dental, and eye exams before entering Kindergarten and physical and dental exams before entering 6<sup>th</sup> grade. Please refer to the Health section for complete guidelines.

## PRE-SCHOOL SCREENING

Prairie Hill District #133 offers speech, vision, hearing and developmental screening of pre-school children from three to five years of age. This service is normally provided in the spring of each year, and is used to help identify children who may require special assistance, or who may need additional testing.

All 3, 4, and 5 year-old children are urged to attend every year, including the year of kindergarten entrance.

## KINDERGARTEN ENROLLMENT/REGISTRATION

Resident children may enroll in kindergarten if they are five years of age on or before September 1<sup>st</sup> of the current school year.

Kindergartners **must** have the following before starting school in the fall:

Physical Examination on an Illinois form  
Current Immunizations  
Lead Assessment  
Diabetes Screening  
Eye Examination on an Illinois form  
Dental Examination on an Illinois form  
Official Birth Certificate

## TUITION POLICY

Non-resident students may attend District schools upon recommendation of Superintendent, approval of School Board, and payment of tuition. Tuition for 2009-2010 (the most recent audited year) was \$8,643 per student.

## EDUCATION OF HOMELESS CHILDREN

Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law.

The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

## ACTIVITIES

### RENAISSANCE (5<sup>th</sup>-8<sup>th</sup> students only)

Renaissance is an exciting ongoing program designed to challenge each student to improve school attendance, academic achievement and contributions to our school and community. Students in grades 6-8 who meet program standards for each nine-week grading period receive a variety of benefits. At the end of each grading period students having met the qualifying standards will receive incentives allowing the student to receive program benefits for the next grading period. The program is unique to Willowbrook Middle School, but modeled after similar programs in the Renaissance nationwide network of schools, all of which share a commitment to excellence in education.

#### Academic and Attendance Standards

- No more than four days **Absent or Tardy** per quarter; not including bereavement or a Doctor's excuse
- GPA of 3.0 or above, or an improvement of 0.5 for the quarter
- No discipline problems
- Teacher recommendation
- No D's or F's in any subject

## **ATHLETICS**

The Prairie Hill School District sponsors a separate 6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> grades boys' basketball team, girls' basketball team, co-ed soccer team, girls' volleyball team, track, cheerleading squads and pom-pon squad. A variety of intramural sports are also offered each year.

Student participation in Board-approved school athletic activities shall be contingent upon the requirements as outlined in the "Rules and Responsibilities Governing Extra-Curricular Team Activities" packet. This packet will be distributed to the students prior to participating any sport or activity and requires a parent signature. All students wishing to participate in extra-curricular activities need to document their current health/accident insurance, as stated in Policy 7:300:

### **Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:**

1. The student must meet the academic criteria set forth in the School Board policy on school sponsored extracurricular activities.
2. The parent(s)/guardian(s) must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant who assures that the student's health status allows for active athletic participation.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.

The Superintendent or designee shall maintain the necessary records to ensure student compliance with this policy.

## **BAND**

Boys and girls are eligible for band upon entering the 5<sup>th</sup> grade. Progression is based on individual performance and effort. All band students will receive a sheet detailing teacher/District expectations for successful completion of the course. This sheet will be signed by a parent/guardian and returned.

## **QUIZ BOWL**

Boys and girls have the opportunity to try out for the Quiz Bowl Team during their 7<sup>th</sup> and 8<sup>th</sup> grade years and compete interscholastically on this academic team.

## **MATH TEAM**

Students may be asked to compete on the Math Team during their 7<sup>th</sup> and 8<sup>th</sup> grade years.

## **ENVIRONMENTAL CLUB**

Students may join the Environmental Club in grades 6-8.

## **THEATER**

Each year Willowbrook will produce either a play or a musical. Students in grades 6-8 may participate.

## **YEARBOOK**

During the school year, Prairie Hill School District compiles pictures and information to produce a yearbook in the spring. Yearbooks may be ordered at registration. There is one more chance to order in the fall at a slightly higher cost than the cost at registration.

## SEX EQUITY AND ACTIVITIES

No student shall, on the basis of his/her sex, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity.

The Superintendent shall act as Coordinator for Nondiscrimination (the "Coordinator") for the District. Students and parent(s)/guardian(s) shall consider this their annual notice of their right to initiate a grievance or complaint of illegal discrimination. Complaints should be addressed to Mr. Rehl at the District Office at Willowbrook Middle School.

Within seven (7) calendar days of receiving a grievance or complaint of illegal discrimination, the Coordinator shall send a copy of the District's written grievance procedure to the complainant. The Coordinator shall investigate the nature and validity of the grievance with those responsible for the program or activity cited by the complainant. The Coordinator may seek advice from related state agencies or legal counsel. Within 60 days of receiving the grievance, the Coordinator shall, under a written decision, include the steps to be taken for further appeal of the decision.

The written decision may be appealed to the School Board by submitting a request for hearing before the Board addressed to the office of the Superintendent.

The decision of the School Board may be further appealed to the Regional Superintendent of Schools pursuant to Section 3-10 of The School Code of Illinois and thereafter, to the State Superintendent of Education pursuant to Section 2-3.8 of The School Code of Illinois, as provided in Section 200.90(b) of the Sex Equity Rule.

## FEES

### STUDENT FEES

Kindergarten through eighth grade students fees are established annually by the Board of Education. Mandatory co-ed P.E. clothing (Grades 5-8) may be purchased through Custom Inks @ 815-389-2984 or by an order form available in the WMS office. The following are material fees assessed per student.

Kindergarten Student Fee	\$45.00
1 <sup>st</sup> -4th Grades Student Fee	\$50.00
5 <sup>th</sup> Grade Student Fee	\$55.00
6 <sup>th</sup> – 8 <sup>th</sup> Grades Student Fee	\$62.00

### ATHLETIC/ACTIVITY FEES

There will be a fee for participation in the following activities. These fees must be paid prior to the first event or your child will not be allowed to participate. Information detailing participation guidelines will be given to each student who is chosen for the team.

Boys/Girls Basketball	\$45.00
Girls Volleyball	\$45.00
Co-Ed Soccer	\$45.00
Quiz Bowl	\$35.00
Cheerleader	\$45.00
Pom-Pom	\$30.00
Track	\$45.00
Band Instrument Rent	\$80.00

\*Fee includes percussion instruments.

\*Each musician renting a school owned instrument must provide their own mouthpiece.

### SCHOOL LUNCH FEES

Both district schools prepare and offer hot lunch each day. Students may purchase lunch for \$2.25 (this includes milk) or students may bring lunch from home. Milk may be purchased for \$.25. The lunch menu is posted on the district web-site @ [www.prairiehill.org](http://www.prairiehill.org). Students with no money in their account will receive a cheese sandwich. Lunch balances

will automatically roll over at the end of the school year. Requests for refunds of lunch money should be addressed to Marilyn Kraus, Assistant Business Manager. Reach her at the District Office at Willowbrook Middle School.

Applications for Free or Reduced-Price lunches are sent home the first week of school or may be obtained at each school's office. Eligibility for these programs changes annually so applications must be filled out annually as well.

### **BAD CHECK POLICY**

Payliance has been retained by Prairie Hill District #133 to handle all returned checks. The District will no longer contact you to arrange payment. Checks returned are immediately forwarded to Payliance for collection. The Payliance Check Policy is posted on the entry and office doors of each building as follows:

**In the unlikely event that your check is returned for insufficient or held funds, we will debit your checking account electronically for the face amount of the check PLUS a \$25.00 fee. This policy allows us to resolve the problem without reporting you to a credit bureau and harming your credit rating. The transaction will appear on your bank statement, and no one will have to contact you about payment.**

Please note: 1) Payliance's fee is in addition to, not in place of, any returned check fee assessed by your bank; 2) return of more than 2 checks for any reason will result in suspension of check writing privileges; and 3) an internal "Do Not Accept Checks From" list will be created and distributed to each school office.

### **WAIVER OF FEES**

The School Board recognizes that some students will be unable to pay fees. Moreover, students shall not be denied educational services or academic credit due to the inability or unwillingness of parent(s)/guardian(s) to pay fees and charges.

Students whose parent(s)/guardian(s) are unable to afford student fees may receive a waiver of fees. However, these students are not exempt from charges for lost or damaged books, lock, materials, supplies and equipment. Applications for fee waivers are available in the school offices, and may be submitted to the building Principal by a parent/guardian of the student who has been assessed a fee.

A student shall be eligible for a waiver of a fee when at least one of the following pre-requisites is met:

- The student is currently receiving aid under Article IV of the Illinois Public Aid Code (Aide to Families with Dependent Children)
- The student is currently eligible for Free or Reduced Price Meals pursuant to Ill. Rev. State, ch. 122, para. 712.1 et seq.
- The student's family is currently eligible under the guidelines of family size income levels prescribed annually by the Secretary of Agriculture.

Consideration will be given by the Principal to additional factors such as:

- Illness in the family
- Unusual expenses such as fire, flood, storm damage, etc.
- Seasonal unemployment
- Emergency situations

The Principal will notify the parent/guardian within thirty (30) calendar days as to whether the fee waiver request has been granted or denied. Denial of a fee waiver request may be appealed to the Board of Education by submitting the appeal in writing to the Superintendent or his designee within fourteen (14) calendar days of the denial. If appealed, the Board will reconsider the decision to deny the fee waiver request, and will notify the parent/guardian in writing of its decision within thirty (30) calendar days of the receipt of request for an appeal.

Questions regarding the fee waiver request process should be addressed to the Principal.

# **BUILDING INFORMATION**

## **STUDENTS IN THE BUILDING AFTER SCHOOL**

Students are not to be in the building when school is not in session unless they are under direct supervision of a School District designee. Any deviation of this policy will need Administrator approval.

## **SCHOOL LOCKERS**

A student's locker is the property of the school and shall be used for the purpose intended; storage for books, school supplies and outdoor clothing. If school officials have a reasonable suspicion that the student has placed illegal or dangerous materials or substances in the locker, school officials may then search the locker with or without the student's knowledge or consent. Students should not keep anything in their locker they would not want anyone to find. Lockers will be kept clean and neat.

## **BUILDING USAGE**

Organized scouting troops, clubs and other youth oriented organizations are welcome to apply for building usage during the school year. Requests for ongoing building use shall be made in writing to the Principal by July 1<sup>st</sup> of the upcoming school year. Every attempt will be made to honor requests. Proof of insurance will be required and a user fee may apply. Priority will be given to school sponsored events.

## **ANNUAL ASBESTOS MANAGEMENT PLAN**

This is to inform you of the status of Prairie Hill School's asbestos management plan. As required, Prairie Hill Elementary was initially inspected for asbestos in April 1988. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every (6) months, and a re-inspection conducted every three years.

The inspection reports / management plan is available for public review in the school office. Should you have any questions or concerns, please feel free to contact Mr. Rehl at 815-389-3964.

## **PESTICIDE APPLICATION IN BUILDINGS AND STRUCTURES**

The Buildings and Grounds Supervisor is responsible for compliance with the requirements in the Structural Pest Control Act (225 ILCS 235/, reenacted by P.A. 96-473) and shall:

1. In coordination with the supervisor of each District building (including each Building Principal):
  - a. Maintain a registry of all employees and parents/guardians of students.
  - b. Notify those employees and parents/guardians before pesticides are applied in or on each building. The notification must:
    - i. Be provided at least 2 business days before a pesticide application in or on school buildings.
    - ii. Be written. The notice may be included in newsletters, bulletins, calendars, or other correspondence currently being published.
    - iii. Identify the intended date of the application.

Contact the Building Principal with any questions.

## **BICYCLES**

Students are permitted to ride bicycles to school. Bicycles parked at school should be locked and parked at the bike rack. The school is not responsible for any lost or stolen bikes.

# **ATTENDANCE**

Attendance at school is important. It provides an opportunity for learning. Irregular attendance can cause learning difficulties. Consistent attendance helps shape successful behavior for the workplace and allows the District to collect money from the State of Illinois to pay for the educational services it offers. State law requires attendance. Responsibility for regular attendance of a student rests upon the parent or legal guardian of that student.

The School Board recognizes the need for daily attendance and urges that any absenteeism be kept to a minimum. The Board also recognizes that there are times when absence is unavoidable and has therefore designated two types of absence: excused and unexcused. Absent students must be reported to the office no later than 9:00 AM on the day they are missing. Messages may be left anytime by calling 815-389-3957, choosing the appropriate school, and selecting the Attendance prompt.

In regards to **TARDIES**, while we understand the difficulties of getting your children to school on time, we have had an increase in beginning-of-the-day tardiness. This ends up creating problems for the attendance office as well as classroom teachers with beginning of the day activities. If the office determines that tardiness issues are not being resolved, the principal will contact parents to help find a productive solution.

### **GUIDELINES FOR SCHOOL ATTENDANCE (HEALTH INFORMATION)**

A frequent concern parents/guardians are faced with is "Is my child sick or not?" As an aid for parents/guardians in the evaluation of the child's health, the child should be kept home when he shows any of these symptoms:

- Fever of 99.2 degrees or over\*
- Nausea or vomiting
- Skin rash or sores
- Red or swollen joints
- Diarrhea
- Flushed face
- Unusual pallor
- Sore throat
- Inflamed or swollen eyes

**\*Please keep your child home 24 hours after an elevated temperature has returned to normal.**

If a student is absent, parents/guardians are asked to call the school as soon as possible. State law requires the school to contact parents/guardians each day if they have not received word regarding a student's absence from school.

### **EXCUSED ABSENCES INDICATORS**

The following are guidelines to determine where absences are excused.

- Illness
- Serious illness or death in the family
- Religious observance
- Family emergencies
- Medical needs
- Situations beyond the control of the student, as determined by the School Board or other circumstances, which cause reasonable concern to the parent/guardian for the safety, or health of the student.

### **UNEXCUSED ABSENCE INDICATORS**

The following are guidelines to determine where absences are unexcused.

- Any avoidable absence
- Any absence that does not fit an excused absence indicator
- Any absence that has not had prior approval from a school Administrator

The District may request written verification from a physician of a student's absence due to illness. When possible, prior written notification of an excused absence should be given to the Superintendent.

### **TRUANCY**

Truancy is defined as: absence without permission from any scheduled class to which a student has been assigned. Truancy will result in time being made up after school hours and/or suspension.

**Students with unexcused absences are truants!**

# **HOMEWORK**

Schoolwork that is missed because of an absence is expected to be made up by the student. Workloads accrued during an excused absence may be modified at the discretion of the teacher. A reasonable amount of time will be permitted for this work to be completed as determined by the teacher taking into account the reason for the absence, age of student, total amount and kind of work to be made up.

The same amount of time will be granted for make-up work as the amount of time of the excused absences, except for tests and assignments announced prior to the absence, which are to be completed on the day the student returns to school. Each individual teacher will establish the time allowed for make-up work for absences of more than one week.

Students with unexcused absences are expected to make up all work missed. Teachers will determine the time line for completion of work.

A student must be in attendance for the entire school day in order to participate in a District extracurricular activity. Students in grades 2<sup>nd</sup>-8<sup>th</sup> may be counted for a full day of attendance only when they are in attendance for five or more clock hours. Emergency situations, or prior approval by the Principal, shall be given due consideration. A note must accompany the student upon their return to school.

## **ONE DAY ABSENCES AND HOMEWORK**

Because of the number of teachers involved in generating a homework packet (anywhere from three to five) and due to the inconsistency of returned work the following day, we will be providing homework only after the second absence. This way we can ensure that your student gets all of the work (and explanations) from the one day they were out. They will still be given extra time to return and complete the missing assignments.

If a student is absent from class due to band lessons or other school events, it is the student's responsibility to obtain missed work from his/her teacher.

## **VACATIONS AND HOMEWORK**

While we greatly appreciate getting advance notice of upcoming vacations during the school year, we haven't had much success in getting pre-prepared "homework" returned. We will not be able to provide days worth of class work in advance for vacation purposes. The policy has always been that "the same amount of time will be granted for make-up work as the amount of time of the excused absence". This policy will be applied to vacation related absences.

## **BLUE SWIPE HOMEWORK POLICY (5<sup>th</sup>-8<sup>th</sup> only)**

Incomplete homework assignment will be noted in the student's school agenda. Teachers will swipe the incomplete assignment with a blue highlighter. The procedure of the blue swipe homework policy is as follows:

- **The agenda must be returned the following day, signed by a parent/guardian. The late homework must accompany the signed agenda.**
  - **The late assignment will result in a 10% grade reduction**
- **If the late assignment is not completed the following school day, the student will attend 9<sup>th</sup> hour with that specific teacher to finish all incomplete work.**
  - **9<sup>th</sup> hour is a 30 minute extension of the following school day to complete the late assignment**
- **If the late assignment is completed, but the agenda is not signed, then the student will still be required to attend 9<sup>th</sup> hour.**
- **A student is allowed 3 blue swipes per class, per quarter.**
  - **After 3 blue swipes per class, per quarter, a student will automatically serve a 9<sup>th</sup> hour for any additional late assignments.**

**Any assignment completed during 9<sup>th</sup> hour will be worth 50% of the earned grade.**

## **JUNIOR HIGH DETENTION POLICY**

- Detention is run every day.
- Teacher-assigned detentions will be thirty (30) minutes in duration (2:30 – 3:00 PM) and be held in the assigning teacher's classroom
- Office-assigned detentions may be longer in duration depending on inappropriate behaviors.
- Detention slips must be signed by the parent or guardian on the day they were assigned. It is the student's responsibility to return the signed copy to the office the next morning.
- Lunch and before-school detentions are assigned only at the Principal's discretion.

## **BEHAVIOR**

### **BUS BEHAVIOR**

Students may not ride a different bus home without approval from the Principal's office. Riding a different bus is discouraged and few exceptions are made due to bus capacities and route requirements. Students, as stated by District policy, will abide the following rules and regulations:

- Be on time at the designated school bus stop (help keep the bus on schedule).
- Stay off the road at all times while waiting for the bus.
- 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.
- Do not leave your seat while the bus is in motion.
- Keep hands and head inside the bus at all times after entering and until leaving the bus.
- Do not throw anything out of the bus windows.
- Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident.
- Be absolutely quiet when approaching a railroad crossing.
- Never tamper with any of the bus equipment.
- Keep books, packages, coats and all other objects out of the aisles.

### **BUILDING BEHAVIOR**

- Gum chewing is not allowed in the school or on the playground.
- No student may leave the school grounds without permission from the office and that student must be "signed" out by the parent/guardian.
- No loud talking, loitering or running allowed.
- Prairie Hill School District is not responsible for valuables brought to or lost at school.

### **PLAYGROUND ETIQUETTE**

- Students are to play in the designated areas.
- Rough play that would cause injury or tear clothing is not permitted.
- Be extra careful of other children or students when playing basketball, football, softball, soccer, or kickball.
- There is to be no tackle football.
- Do not re-enter the building at recess time without the teacher's or playground attendant's permission.
- No snowball throwing or playing "King of the Hill".
- No fighting.
- No food or drink may be brought onto the playground.

### **LUNCHROOM MANNERS**

- Pick up your lunch in an orderly manner without pushing or shoving.
- No throwing objects (caps, straw wrappers, food, etc.)

- Avoid excessive or loud talking.
- Practice good table manners.
- Do not “pop” bags or milk cartons.
- Pick up your eating area and discard litter properly.

## **GUIDELINES FOR HANDLING INAPPROPRIATE BEHAVIOR**

### **Office Referral**

- Minor vandalism/graffiti
- Stealing
- Smoking
- Verbal Abuse
- Possession/use of harmful substances
- Possession of weapons
- Physical contact fighting
- Shooting or throwing objects
- Food fights
- Spitting on another individual
- Conflict on bus or playground
- Gang activity
- Unauthorized possession/use of prescription or non-prescription medication

### **Office Referral or Teacher Consequence**

- Minor insubordination
- Repeated disrespectful/uncooperative behavior
- Forgery, misrepresentation, plagiarism
- Cafeteria conflict
- Shoving, kicking, scratching, shooting/throwing objects, any fighting on school grounds
- Repeated cases of negligence (i.e., running in hallways)

## **DISCIPLINE**

### **SCHOOL DISCIPLINE POLICY**

- Students committing acts of gross disobedience, disruptive behavior or misconduct may be placed on probation, detained during non-school hours, suspended from riding the school bus, expelled from school or otherwise disciplined.
- At the discretion of the Administration, a student may be permitted to make up schoolwork and examinations missed as a result of a suspension or an expulsion.
- Authorized personnel may place a student on probation, detain after school, in-school suspension, or otherwise discipline. The Superintendent and/or Principal are authorized to suspend a student from school or riding the school bus. Only the Board of Education may expel a student. Teachers may remove disruptive students from the classroom.
- Prior to removing any student from the school or school bus during the regular school day, the Administrator shall make reasonable efforts to notify the parent(s)/guardian(s) by telephone and take any other steps reasonable necessary to ensure the safety of the student being removed from school or the school bus.
- A copy of the policy shall be furnished to the parent(s)/guardian(s) of each student within 15 days after the commencement of the school year, or within 15 days after a transfer student begins classes. Each school shall inform students of the contents of this policy.

### **DEFINITIONS**

**Detention** is the keeping of a student after regular school hours for a reasonable period of time.

**Probation** is a conditional enrollment in school, or a particular school activity or class, for a restricted period of time.

**In-school suspension** is a temporary exclusion of a student from a class or classes, with an opportunity to make up missed class work for a credit.

**Suspension** is a temporary exclusion of a student from school, from riding the school bus or from a class or classes for a period of time not to exceed ten (10) school days. A student may be suspended from riding the school bus in excess of ten (10) school days for safety reasons.

**Expulsion** is the exclusion of a student from school for a period of time greater than ten (10) days, but for not longer than the balance of the school year or up to one hundred and eighty (180) school days.

**Gross disobedience or misconduct** is any conduct, behavior or activity, as defined by the Board of Education in its policies that cause, or may reasonably lead school authorities to forecast, substantial injury or disruption or material interference with school activities or the rights of other students or school personnel. Gross disobedience or misconduct may occur on school grounds, on a school bus or at a school function. It may also occur outside the school grounds, provided, however, that a direct relationship exists between the conduct of the student and the school's education function.

**Special education student** is a student who has been determined eligible for a special education instruction program or support service pursuant to Article 14 of The School Code.

**Special Education Rules and Regulations** are the State of Illinois Rules and Regulations to Govern the Administration and Operation of Special Education.

**The School Code** refers to the Illinois statutes governing boards of education as found in Chapter 122, par. 1 et. Seq. of the Illinois Revised Statutes.

## **SUSPENSION PROCEDURES**

### **Pre-Suspension Conference**

- The authorized Administrator shall confer with any student who is under consideration for suspension prior to taking such disciplinary action.
- Prior to or during a pre-suspension conference, the authorized Administrator shall ascertain whether the student is a special education student or may be eligible for special education services. If so, the authorized Administrator must also follow the procedures set forth in Section VII of the Board Policy Manual.
- The student shall be advised of the reasons for the proposed suspension and the evidence in support of those reasons. The student shall also be afforded an opportunity to respond.
- The authorized Administrator, after following the above pre-suspension procedures, may then determine whether to suspend the student in accordance with the notification requirements set forth below.
- When, in the opinion of the authorized Administrator, a student poses an immediate threat to school personnel, other students or school property, or poses an ongoing threat of disruption to the educational process, the student may be summarily removed from school without holding a pre-suspension conference as set forth above. In such event, written notice, sent by certified mail, return receipt requested, shall be sent to the parent(s)/guardian(s). The notice shall request the student to attend a post-suspension conference as soon as possible after the notice is received. Failure to attend the scheduled conference shall constitute a waiver of such conference. Regardless of the student's attendance at the post-suspension conference, the parent(s)/guardian(s) shall be advised by written notice of any subsequent disciplinary decision.
- No special education student shall be suspended more than aggregate of ten (10) school days per year.
- A student receiving an "out-of-school" suspension must be completed and submitted immediately to the school Principal upon appropriate return to regular classroom sessions.

All classroom work assignments during suspension will be available in the school Principal's office at the completion of each day. In the event assignments during the suspension are not completed and not submitted upon return to class, a grade of zero will be assigned. Prairie Hill staff members will make every reasonable effort to answer all questions relating to assignments during suspensions.

## **Suspension Notification**

- If the pre-suspension or post-suspension conference results in a decision to suspend, the parent(s)/guardian(s) of the student shall be advised immediately of the decision by written notice sent by certified mail, return receipt requested.
- The notice to the parent(s)/guardian(s) shall include:
  1. A statement of the reason(s) for the suspension, including any school rule that has been violated.
  2. The dates and duration of the suspension.
  3. A statement of the parent(s)/guardian(s) right to request a review of the suspension with the Board of Education.
  4. A statement that the failure to request such review within five (5) days after receipt of the notice, or eight (8) days after date of the mailing, whichever is earlier, shall be deemed a waiver of the right to a review hearing with the Board.
  5. Notification of the right to be represented at the suspension review hearing by an attorney or other representative.
  6. A copy of the suspension review hearing procedures.
  7. A request to review the suspension may be oral or in writing, directed to the Superintendent's office. Oral notification shall be confirmed in writing by a letter to the parent(s)/guardian(s). If a request for review of the suspension is timely made, the parent(s)/guardian(s) of the suspended student shall be given written notification of the time and place at least one (1) week prior to the review with the Board of Education. If the parent(s)/guardian(s), in requesting a review of the suspension, asserts that the student is a special education student, then the authorized Administrator of the suspension, shall follow the procedures set forth in Section VII of the Board Policy Manual.
- The Superintendent and the Board of Education shall be notified of student suspension by the authorized Administrator, who shall forward a copy of the parental notice of suspension to the Superintendent and to the President of the School Board.

## **EXPULSION PROCEDURES**

Prior to any recommendation for expulsion, the authorized Administrator shall ascertain whether the student is a special education student. If so, then the procedures set forth in Section VII of the Board Policy Manual must be followed. If the expulsion is preceded by a suspension, the suspension procedures set forth in Section III of the Board Policy Manual must also be followed and the parent(s)/guardian(s) notified that a suspension review hearing will be combined with an expulsion hearing.

## **Expulsion Notification**

- The authorized Administrator shall send a letter by certified mail, return receipt requested to the Parent(s)/guardian(s) of the student notifying them of the expulsion hearing.
- The expulsion notice to the parent(s)/guardian(s) shall include:
  1. A statement of the reason(s) for the proposed expulsion, including any school rule that has been violated.
  2. The potential maximum duration and consequences of the expulsion.
  3. The time and place of the expulsion hearing.
  4. A statement of the parent(s)/guardian(s) right to be represented at the expulsion hearing by an attorney or other representative.
  5. A copy of the expulsion hearing procedures.

## **GENERAL PROCEDURES FOR SUSPENSION REVIEW/EXPULSION HEARING**

### **Hearing Structure**

- A hearing officer shall conduct a suspension review.
- An expulsion hearing shall be conducted by the Board of Education.
- A review of the evidence shall be made by the Board of Education in executive session within thirty (30) days of such hearing.
- The Board may take such action after the hearing as deems appropriate, including affirming or overruling the suspension or proposed expulsion, or conditioning re-entry of the student to school.
- If the Board finds that suspension or expulsion was unjustified, the student's records may be expunged of all notations regarding the suspension or proposed disciplinary reasons shall be marked "excused". The student

may be afforded an opportunity to make up all lost educational opportunities including, but not limited to, tests, and other class work.

- The decision of the Board will be final.
- Written notification of the Board's decision with respect to the suspension review or expulsion hearing shall be mailed to the parent(s)/guardian(s). An expulsion may be effective immediately or as specified by the Board.

### **Hearing Procedures**

- All student discipline hearings shall be held in executive session.
- The student may attend the hearing with his parent(s)/guardian(s) and may be represented by an attorney or other representative. If the parent(s)/guardian(s) or student(s) do not attend, but the authorized Administrator has proof of notice given and received, the Board may choose to proceed with or reschedule the hearing.
- The hearing may be recorded steno graphically or by tape. If either party causes a recordation to be made, the other party shall be offered an opportunity to purchase a copy of the transcript or the tape.
- The Board shall determine and make findings on the following two (2) issues at the hearing:
  1. The validity of the charges of gross disobedience or misconduct
  2. The appropriate disciplinary measure, if the charges are to be upheld
- If the student is a special education student, or asserts during a hearing that he may be a special education student, the Board must also follow the procedures set forth in Section VII of the Board Policy Manual.
- The hearing shall be conducted as follows:
  1. At the commencement of the hearing, either party may request the exclusion of witnesses until called.
  2. The authorized Administrator and student may make short opening statements concerning both the charges of gross disobedience or misconduct and the appropriate discipline.
  3. The authorized Administrator shall first present his evidence, including proof of compliance with Section VII of the Board Policy Manual, if applicable. The student may cross-examine all witnesses in attendance and review any; written evidence presented by the authorized Administrator.
  4. The student may then present evidence to refute the charges. The authorized Administrator may cross-examine all witnesses in attendance and review any written evidence presented by the student.
  5. The Board may, at any time, direct questions to the parties or witnesses.
  6. The authorized Administrator and the student may make closing statements at the conclusion of the hearing concerning both the issue of gross disobedience and the issue of the appropriate discipline.

### **Evidence**

The Board may receive all relevant oral or written evidence without regard to the legal rules of evidence, but shall consider the weight of the evidence, in determining the issues.

- If the authorized Administrator determines that any of his witnesses would be subject to physical or mental harassment or that an emergency exists, the authorized Administrator need not present his witness at the hearing, but may present as evidence a written summary prepared by the absent witness of his testimony. The summary shall include the reason for the witness' absence and a statement verifying that the contents of the summary are true. If an imminent fear of reprisal exists, the authorized Administrator may also present a written statement in which the witness' identity has been concealed.
- The Board shall not consider the student's academic or disciplinary records in determining the validity of the charges of gross disobedience or misconduct. The Board may review a student's records, however, in determining appropriate discipline.

### **LESSER DISCIPLINARY MEASURES**

Detention, probation, in-school suspensions or other disciplinary measures may be imposed for student disobedience or misconduct warranting lesser penalties.

- Students shall be notified of the rules, as established by the Principal, which will lead to imposition of lesser disciplinary measure if violated.
- Students shall have no right of review by the Board of Education for the imposition of the lesser disciplinary measures of this Section.

### **PUBLICATION OF STUDENT DISCIPLINE CODE AND PROCEDURES**

The School District Discipline Code (i.e., Appendix A) and any additional definitions of gross disobedience or misconduct shall be furnished annually to all students in a convenient and economical manner, and shall be furnished to

the parent(s)/guardian(s) of each student within fifteen (15) days after the commencement of the school year, or within fifteen (15) days after a transfer student begins classes. At that time, the student and parent(s) or legal guardian(s) will sign a written statement that they have received a copy of the Student Handbook. Copies of the student discipline policy and procedures and the Discipline Code shall be posted in each school and be made available in each school's central office, and each school shall inform students of the contents of these documents.

(Appendix A) We believe that all students have the right and responsibility to learn in a safe and academically effective environment. Prairie Hill School acknowledges the unique needs of all students and encourages positive behavior and growth in individual responsibility for self-discipline. By accepting increasing levels of self-control, students will become responsible citizens.

### **Students Have the Right to Use School Property & Materials**

Students have the responsibility to use school property and materials appropriately and refrain from any behavior that would be destructive. This would include, but not be limited to, any type of vandalism or graffiti.

### **Students Have the Right to Learn To Their Full Potential**

Students have the responsibility to conduct themselves in a manner that ensures a positive learning environment that is conducive to each student's achieving his/her full learning potential.

We expect students to be ...

#### **Honest**

- Refrain from cheating, forgery, misrepresentation and plagiarism.

#### **Respectful**

- To any adult
- To peers
- To themselves

#### **Cooperative**

- Listen and pay attention to teachers
- Refrain from talking out of form, disturbing or distracting
- Remain on task

#### **Prepared**

- Be on time to class
- Have needed materials and homework

### **Students Have the Right to Be Safe In School**

Students have the responsibility to make school safe by refraining from any behavior that could cause physical harm to themselves or others. These activities include, but are not limited to, running in the halls, throwing objects, and physical or verbal confrontations with staff or other students.

#### **Illegal Activities**

- Gang activity
- Smoking
- Possession/use of harmful or illegal substances
- Possession of weapons

#### **Harmful Activities**

- Unauthorized possession/use of prescription or non-prescription medication

### **Students Have the Right to Be Respected and Have Emotional Security**

Students have the responsibility to respect others and to refrain from ...

- Sexually harassing others
- Intimidating others with the intent (or threat) of bodily harm

- Disrespecting others
- Use of inappropriate language

## **WEAPONS**

Any student who brings a weapon to any school related activity or event, or any event that bears a reasonable relation to school, shall be recommended for a one year expulsion. The recommended period of expulsion may be modified by the Superintendent of Education on a case-by-case basis. A weapon is defined as any gun, rifle, shotgun, a weapon as defined by Section 3351 of Title 20 of the United States Code, a firearm as defined in Section 1.1 of the Firearms Owner Identification Act or a weapon as defined in Section 24-1 of the Criminal code, or any look-alike weapon, or any other item if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles or billy clubs.

## **DRUG FREE SCHOOL**

The School Board of Education finds and determines that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The Board of Education policy prohibits the unlawful manufacture, distribution, dispensation, possession, or use of drugs and alcohol on property of the School District or as part of any of its activities. For the purpose of this policy, drugs are defined as any drug which is not legally obtainable and/or any drug which is legally obtainable, such as a prescription drug, but which is not legally obtained, is not being used for prescription purposes, and/or is not being taken according to prescribed dosages.

Compliance with this policy is a condition of continued enrollment. Consequently, a violation of any aspect of this policy will render students subject to disciplinary action up to and including expulsion and referral for prosecution. Alternatively, if deemed appropriate by the Board of Education under particular circumstances, a student who violates this policy may be required to participate in and complete a drug and alcohol abuse assistance or rehabilitation program to the satisfaction of the Board of Education.

Students and parents should be aware that the district has age-appropriate, developmentally based drug and alcohol education and prevention programs that address the legal, social, and health consequences of drug and alcohol use and provide information about effective techniques for resisting peer pressure to use illicit drug or alcohol for all students in all grades of the district's schools operated by the Board of Education.

Upon request, students and parents shall be provided information about any available drug and alcohol counseling and rehabilitation and re-entry programs that are available in the community to students.

## **HARASSMENT**

### **HARASSMENT OF STUDENTS PROHIBITED**

No person including a District employee or agent, or student, shall harass or intimidate another person based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing or intimidating conduct, whether verbal, physical or visual, that effects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

### **PREVENTING BULLYING, INTIMIDATION, AND HARASSMENT**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal. The Superintendent or designee shall develop and maintain a program that:

Fully implements and enforces each of the following Board policies:

- a. *7:20, Harassment of Students Prohibited.* This policy prohibits any person from harassing or intimidating a student based upon a student's race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed,

physical or mental disability, gender identity, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status.

- b. 7:190, *Student Discipline*. This policy prohibits students from engaging in hazing or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.
- c. 7:310, *Restrictions on Publications and Written or Electronic Material*. This policy prohibits students from: (i) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

Full implementation of the above policies includes: (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, harassing behavior, or similar conduct, (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (c) protecting students against retaliation for reporting such conduct.

Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.

Includes bullying prevention and character instruction in all grades in accordance with State law and Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*. Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes: (a) communicating the District's expectation – and the State law requirement – that teachers and other certificated employees maintain discipline, and (b) establishing a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.

Encourages all members of the school community, including students, parents, volunteers, and visitors, to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.

Actively involves students' parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.

Communicates the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.

Annually communicates this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.

Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness.

Complies with State and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

## **SEXUAL HARASSMENT**

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

- Denies or limits the provision of educational aid, benefits, services, or treatment;
- Or that makes such conduct a condition of a student's academic status;
- Or has the purpose or effect of:
  1. Substantially interfering with a student's educational environment.
  2. Creating an intimidating, hostile or offensive educational environment.

3. Depriving a student of educational aid, benefits, services, or treatment.

4. Making submission to or rejection of such conduct the basis for academic decisions affecting the student.

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

Students who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to discuss the matter with the following: The Nondiscrimination Coordinators who are Ms. Jean Carroll, Principal Mr. Kevin Finnegan, Principal Mr. Wes Heiar or any staff member with whom the student feels comfortable discussing such matters.

## **HEALTH AND SAFETY**

### **CELL PHONES**

Please note that Illinois State Law has been changed, and that any use of a cell phone in a school zone is now illegal. We need to promote the safest possible environment for our children, so please, if your car is running, your phone can't be.

### **STUDENT SAFETY**

Student safety is our District's top priority. In addition to physical safety, the District is concerned with the students' emotional well-being and will help students cope with emergency or disaster and its aftermath. The following outlines our emergency and disaster response plans.

#### Safety Plans

The District has plans for all four phases of emergency and disaster management:

1. Preparedness - planning for an emergency or disaster event;
2. Response - planned response to an emergency or disaster event;
3. Recovery - the process of returning to normal operations; and
4. Mitigation - steps taken to minimize the effects of an emergency or disaster.

These phases are covered in each school's site-based safety plan. In addition, the District has a Safety Program Coordinator and each school has a Crisis Management Team.

#### Communications

The District will disseminate emergency information via its website, information hotline, through the media, and by telephone contact.

#### Emergency Responses

Emergency responses will depend on the circumstances and may include lockdown or evacuation. During a lockdown, no one may enter or leave the building until it is safe to do so. For evacuation purposes, each school has at least one off-campus site where students and staff assemble to be accounted for and temporarily housed.

In the unlikely event an emergency response is needed at your child's school, staff members will be totally engaged supervising students. We will attempt to provide information through the District's website @ [www.prairiehill.org](http://www.prairiehill.org).

If students are evacuated, students at either school will go to Heritage Baptist Church approximately ½ mile south of Prairie Hill Road and Willowbrook. You are urged to locate this site prior to an emergency simply for your own comfort. You may pick-up your child at this location after notifying the school official in charge. Additional instructions will be given in the event of an evacuation, including alternative methods to return your child home.

#### Cooperation and Assistance Request

During any emergency or potential disaster and for the safety of all students and staff, please follow the instructions of the District's Safety Program Coordinator as well as the Building Principal. These instructions will be widely disseminated, defamatory or disruptive behavior will only lessen our response effectiveness.

## OFFENDER COMMUNITY NOTIFICATION LAWS

State law requires a Building Principal or teacher to notify parents/guardians that information about sex offenders and violent offenders against youth is available to the public. You may find the Illinois Sex Offender Registry on the Illinois State Police website at: [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/). You may find the Violent Offender Against Youth Registry on the Illinois State Police website at: [www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/).

### HEALTH ISSUES

All students who are injured or become ill are assessed by the school nurse. In the event of the school nurse's absence, an administrator will make the assessment.

If, in the opinion of the school nurse or administrator the student must leave the school, the student's parents or legal guardians will be contacted. If parents/guardians are unavailable, the office will attempt to contact persons on the emergency card in the following order:

Relative or neighbor  
Babysitter (if listed)  
Physician

Students will be released from school only to those persons listed on the Prairie Hill School pupil emergency card. The parent/guardian may give verbal permission for an adult not listed on the card to take the child from school.

If the school nurse or administrator believes that an injury or illness is severe enough, local emergency medical services will be accessed. An administrator will escort the student to the requested medical facility, carrying the Prairie Hill School pupil emergency card. All attempts will be made to contact parents/guardians before transporting an injured or ill student.

If a student misses any part of the school day due to injury at school, an "Injury Report: Data Collection Form" will be completed by the school nurse or administrator.

If a student has allergies to food, parents/guardians should meet with the school nurse to develop appropriate procedures.

The administration of medication is not normally a function of the school. However, some students with a chronic illness, disability, or short-term illness may require medication during the school day.

The certified nurse will be responsible for administration of all medication at Prairie Hill. When it is determined that a student should receive medication at school, the following steps should be followed:

#### **Prescription**

- A written physician or dentist order is required for all medication. Medication must be brought in the original pharmacy container.
- The parent or guardian will provide the school with a written request authorizing the administration of the prescribed medication at school. Required medication administration forms are available in the school office.

#### **Non-Prescription**

- To enhance student learning, increase student attendance, and reduce early dismissals, the use of non-prescription analgesics for symptom relief will be allowed with a physician's order. Only the school nurse will administer these medications.
- Approved "as needed" medications are intended for occasional use only. If the student requires a non-prescription medication on a regular basis, a physician's order must be obtained.

- To have occasional “as needed” medications provided to a student at school, a [required medication administration form](#) (available from the school nurse) must be filled out and signed by a [physician and the parent/guardian](#). The medication must be supplied in its original packaging with the student’s name attached.
- A parent/guardian may request telephone notification before administration of non-prescription medication.

### **Vision and Hearing Screening**

Vision screening will be done, as mandated, for the following children: kindergarten, first, second, third, fourth, and eighth graders [as well as all special education students and new students](#) in October, November, and December of each year. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening *if* an optometrist or ophthalmologist has completed and signed a form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. This notice is not a permission to test and is not required to be returned. **Vision and hearing screenings are not an option.** If a vision examination report is not on file at the school for your child, your child in the aforementioned grades will be screened. Hearing screening will take place at the same time.

### **Health and Dental Examinations and Immunizations**

The Illinois School Code requires that each child present proof of up-to-date immunizations and a physical exam in accordance with laws, rules, and regulations of the Illinois Department of Public Health.

A health exam is required for all children entering an **early childhood program, kindergarten, and sixth grade**. The exam must be completed within one year prior to entry into the above grade levels. An out-of-state or out-of-country transfer student must present a health exam that was completed within one year prior to entry into an Illinois school. The exam must be recorded on an Illinois form. The Illinois health exam form has a number of sections that need to be completed before the documentation is acceptable. The section to be completed by the parent is the “health history” portion at the top of page two of the form. The health care provider is required to complete the “diabetes screening”, the “lead risk questionnaire” (if the student is entering kindergarten), and the “system review” sections of the health exam form.

Additional health exams and further evaluations of students may be required when deemed necessary by school authorities.

The Illinois Department of Public Health also requires that all children present proof to the school of immunity against diphtheria, pertussis, tetanus, polio, measles, rubella, mumps, [varicella and the](#) completion of the three dose hepatitis series.

The amended Lead Poisoning Prevention Act provides that public school Districts require parent(s) or legal guardian(s) of children between the ages of six months to six years provide a statement from a health care provider that the child has been assessed for blood lead levels. This statement is to be provided prior to admission to kindergarten.

Dental exams for Kindergarten, 2<sup>nd</sup> grade, and 6<sup>th</sup> grade are required by the state of Illinois.

Prairie Hill requires that all kindergarten and [sixth](#) grade students have physical examinations, [dental examinations](#) and current up-to-date immunizations on file before a child is able to enter school. **Students not in compliance with these requirements will be unable to attend school until the requirements are met and documentation is received.**

### **COMMUNICABLE DISEASES**

From time to time it becomes necessary to provide individualized procedures which protect public school educational programming for all students, staff, and Board members. One of these instances arises in the handling of acute cases of chronic communicable disease.

Whenever it becomes known that a member of the educational staff or student body is a carrier or has contracted one of the acute chronic communicable diseases, a multi-disciplinary chronic communicable disease control committee shall be established consisting of the following:

- Doctor licensed to practice medicine in all of its branches
- Social worker
- School nurse
- Employee or student
- Student’s parent(s)/guardian(s)
- Member of the administrative team
- Member of the Board of Education

Said committee, in consultation with an attorney, shall be charged with the responsibility of providing a sequence of activities providing such persons access to educational programming or continued employment in the least possible restrictive environment.

The plan developed by the multi-disciplinary committee shall be periodically reviewed to ascertain the necessity of continuation of it. The administrative team member shall be charged with the responsibility to insure such periodic review as outlined in the committee-developed plan.

## **MISSING CHILDREN**

Public Act 84-1430 imposes several new duties on school Districts, which are intended to combat the problem of missing children.

The Act states that Districts must request of any parent/guardian of a student entering in school for the first time, the following information:

- A certified copy of the student's birth certificate OR
- Other governmental documentation of the child's identity and an affidavit explaining the inability to produce a copy of the birth certificate

If the necessary documentation is not received or is inaccurate or suspicious, the District must report the matter to local law enforcement authorities. The Act further requires that Districts flag the student record of any child reported to be missing by the Department of State Police. Local law enforcement authorities must then be notified when information is requested from a flagged record. In addition, a District enrolling a transfer student must request a copy of the student's record from the student's previous school, which must transfer the record within ten days, unless the record has been flagged as belonging to a missing child. When a school requests a flagged record, the student's previous school must notify local police.

## **TRANSPORTATION / EMERGENCY CLOSINGS**

### **TRANSPORTATION**

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available, or (2) within one and one-half miles from his or her assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act.

If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the 1½ miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes.

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction. In setting the routes, the pick-up and discharge points should be as safe for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration. A per capita charge may be levied for service provided less than 1 ½ miles.

In case of inclement weather, announcements regarding bus service and school closings

Can be heard on any local radio or TV broadcast station. The all school emergency line will also begin calling individual homes beginning at approximately 5:30 a.m. for the convenience of working parents.

Any problems directly related to a student's bus should be referred to the Illinois Central Bus Company at (815) 525-0200

# COMPUTER AND CELL PHONE USAGE

## PROCEDURES CONCERNING THE USE OF CELL PHONE TELECOMMUNICATION DEVICES

Please note that Illinois State Law has been changed, and that any use of a cell phone in a school zone is now illegal. We need to promote the safest possible environment for our children, so please, if your car is running, your phone can't be!

### Purpose

The purpose of the Procedures Concerning the Use of Cell Phone Devices is to establish the rules applicable to students concerning the use of such devices while on school property or during school-sponsored activities. Any reference to "parent" in this policy shall be deemed also to refer to "guardian" as appropriate.

### Definitions

- Cellular Radio Telecommunication – As used herein, "cellular radio telecommunication devices" include all cellular or mobile telephones; pagers, whether numeric or text; and all other devices capable of transmitting and/or receiving text messages and/or electronic messages.
- Emergency - As used herein, an "emergency" is an occasion when the safety and/or health of a student and/or student's immediate family member(s) require the student's immediate attention to such a matter. The existence of such an emergency will be determined by the Principal, after explanation of the circumstances by the student. Matters of convenience will not be considered an emergency for the purpose of these procedures.

### Limitations to Students' Access to Cellular Radio Telecommunication Devices

It is permissible for students to possess cellular radio telecommunication devices on school property and during school-sponsored events, with the following limitations:

- If possessed while on school premises, **ALL** devices **MUST** be registered with the building Principal's office and cell phone number **MUST** be provided.
- If possessed while on school premises, all devices must be turned off during school hours, i.e., the time between the first bell of the morning and the last bell of the afternoon.
- If possessed while on school premises, all devices must be stored out of sight during school hours. This may include being stored within a purse, backpack, book bag, or student's locker.
- All devices must be turned off and out of sight during all school-sponsored events. An exception may be made during which cell phone use may be permitted or limited to being on with ringers off or other such limitation, i.e., spectators at athletic events, participants in extra-curricular activities when on route to the activity, etc.
- A student seeking an exception to these procedures must obtain **written** consent from the building Principal prior to acting outside of these procedures. Such an exception shall only be granted in the case of an emergency, as described above.

### Ramifications of Failure to Comply with Procedures

Students found to be in violation of these procedures concerning the use of cellular radio telecommunication devices will be subject to the following:

- The device may be confiscated by any staff member who determines these procedures have been violated, whether by observing a student's use of a device, observing the device in plain sight, or by hearing such a device during any prohibited occasion.
- The device will be returned to a student upon retrieval of the device by the student's parent, who will be provided a copy of these procedures, after the student has met with the Administration and demonstrated an understanding of these procedures or after the student has fulfilled the obligation of any discipline imposed, consistent with the following:

1. The student may be subjected to disciplinary measures, consistent with the Student Discipline Code regarding the infraction of school rules.
2. After the third violation of these procedures, the Administration may determine that the particular student shall be prohibited from possessing any such device while on school property or at a school sponsored event.

### **PRAIRIE HILL SCHOOL DIST 133 COMPUTER NETWORK AND INTERNET USER AGREEMENT**

The computer network at Prairie Hill School District is provided for students to conduct curriculum related research and to enhance classroom learning. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parental permission is required. Access is a privilege, not a right. Access entails responsibility.

Students are responsible for good behavior on school computer networks just as they are in classrooms or school hallways. Network storage areas will be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. User should not expect that files stored on district servers or local drives will be private.

The Internet is now available to the student at Prairie Hill School District. The Internet, an electronic highway, connects computers from all over the world and millions of individual users. Our goal in providing the Internet to our students and teachers is to promote educational excellence in our school by facilitating resource sharing, innovation and communication.

Using the Internet, students and teachers have access to such diverse resources as:

- Email with people all over the world,
- Information and news at NASA as well as opportunities to correspond with the scientists at NASA and other research institutions,
- Public domain software and shareware.
- Discussion groups on a plethora of subjects ranging from culture to the environment to music to politics.
- Access to the libraries of many Universities, museums, the Library of Congress and ERIC.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Prairie Hill School District has taken precautions to restrict access to controversial material. However on a worldwide system it is impossible to control all information and the industrious user may discover controversial information. We (the administration and staff of Prairie Hill School) firmly believe that the value of the information and interaction available on the worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goal of District 133.

Although access to the Internet is coordinated through a complex relationship of government and private agencies (NSFNET - the backbone of the Internet) as well as regional and state networks, the smooth operation of the Internet relies upon the proper conduct of the user. The Board, administration and staff of PHCCSD #133 therefore have established guidelines to ensure that our students be respected members of the 'net community' and that behavior on the Internet reflects pride, respect, courtesy and consideration.

The use of the Internet and The Prairie Hill Computer System is a privilege not a right. If a Prairie Hill User violates any of the following provisions, his or her access to the Internet and / or the computer system of PHCCSD #133 will be terminated or restricted. The signatures at the end of this document are legally binding and indicate that the parties who signed have read the terms and conditions carefully and understand their significance.

#### Internet Terms and Conditions

- **Acceptable use:** Use of the Internet through the Prairie Hill Computer System (PHCS) be in support of education and research consistent with the educational objectives of the Prairie Hill School District. Transmission of material in violation of any U.S. or state regulation is prohibited. This includes but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial purposes and product advertisement is not acceptable. Use for political lobbying is generally not acceptable. Use of, or participation in "chat rooms", IRC's or Instant Messengers is prohibited. Use of or access to "web based" email servers such as hotmail.com, yahoo.com, aol.com et al is prohibited.
- **Privileges:** The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrator and school administration will deem what is inappropriate in line with

District guidelines of general student behavior. The system administrator may cancel privileges at any time as required. The administration, faculty and staff of Prairie Hill School may request the system administrator to deny, revoke or suspend Internet access `privileges for specific users

- Email. Prairie Hill School will not provide individual students to e-mail accounts through the district's e-mail server. Furthermore use of or access to "web based" email servers such as hotmail.com, yahoo.com, aol.com et al is prohibited.
- Network Etiquette: There may be occasions that classes under the direction of faculty may use the e-mail services at Prairie Hill. In such cases, users are expected to abide by generally accepted rules of network etiquette. These include (but are not limited to) the following:
  1. Be polite. Do not get abusive in your messages to others.
  2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
  3. Do not reveal your personal address or phone number, nor the personal address and phone numbers of other students, staff and faculty at Prairie Hill School.
  4. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the proper authorities.
  5. Do not use the network in such a way that you would disrupt the use of the network by others.
- Vandalism: Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user or the hardware/software of the Prairie Hill Computer Network, Internet, or any agency or other networks that are connected to the NSFNET Internet backbone. This includes the creation and/or uploading of computer viruses.
- Security: Security on any computer system is high priority. If you feel that you can identify a security problem you must notify the System Administrator for the Prairie Hill School District. Do not demonstrate the problem to others. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

**The above rules apply to the Prairie Hill District Internet Connection as well as the Prairie Hill District Computer Network. The following restrictions pertain to the usage of the Prairie Hill District Computer Network. Any of these activities will result in sanctions:**

- trespassing in another person's folders, work or files.
- violating copyright laws.
- logging in under the login name of another student, teacher or administrator without permission from a teacher or system administrator
- attempting to gain unauthorized access.
- use of the computer network for commercial purposes.
- using unauthorized non-district software.
- using the network in such a way as to disrupt the use by others.
- sending, deliberately accessing, or displaying offensive messages or pictures.
- posting or revealing any person's personal information including but not limited to
- passwords
- erasing, moving or otherwise altering Windows system files, dos files, program groups, network system files, installed programs and their support files, or any other file that is not in the student's home directory.
- attempting or actually downloading/uploading unauthorized files or software.
- intentionally wasting limited system resources (file space).
- use of, or participation in "chat rooms", IRC's or Instant Messengers.
- use of or access to "web based" email servers such as hotmail.com, yahoo.com, aol.com et al.
- damaging computers, computer systems or computer networks.

## Sanctions

If a student intentionally engages in any of the prohibited acts listed above, the student shall be disciplined in accordance with the Prairie Hill Community Consolidated School District No. 133 Student Code of Conduct and may be subject to the following disciplinary actions:

- Suspension of information network access;
- Revocation of information access;
- Suspension of network privileges;
- Revocation of network privileges;
- Suspension of computer access;
- Revocation of computer access;
- School suspension;
- School expulsion;
- Referral to legal authorities for prosecution.

The Prairie Hill School District makes no warranties of any kind, whether express or implied, either for the service of providing access to the Internet or for the computer network system it is providing to students of the District. Use of any information obtained via the Internet is at your own risk. Prairie Hill CCSD #133 will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non deliveries, missed deliveries or service interruptions caused by its own negligence or your errors or omissions. The Prairie Hill School District specifically denies responsibility for the accuracy or quality of information obtained through its Internet connection.

## **STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

A parent/guardian or eligible student should submit to the Records Custodian, Principal, or other appropriate official, written requests that identify the record(s) they wish to inspect. The District official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the District official to whom the request was submitted, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes is inaccurate or misleading.

A parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. They should write the District official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian 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 parent/guardian or eligible 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 District in an administrative supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education.

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 responsibilities.

Upon request, the District discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Records Custodian or other official in writing, before October of the current school year, that he does not want any or all of the directory information disclosed. Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

## **STUDENT AND FAMILY PRIVACY RIGHTS**

### **Surveys**

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students must advance or relate to the District's educational objectives as identified in School Board policy 6:10, *Educational Philosophy and Objectives*, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

### **Surveys Created by a Third Party**

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

### **Instructional Material**

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child/ward's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

### **Notification of Rights and Procedures**

The Superintendent or designee shall notify students' parents/guardians of:

1. The complete text of this policy is available at: [www.prairiehill.org](http://www.prairiehill.org), or upon request from the District Office.
2. Parents may opt their child or ward out of participation in activities as provided in this policy by contacting your child's principal.
3. Parents may request access to any survey or other material described in this policy by contacting your child's principal.

This notification is given parents/guardians annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

## **SPECIAL EDUCATION**

The Prairie Hill and Hononegah School Districts, in conjunction with the Winnebago County Special Education Cooperative, provide specially designed instructional programs for all handicapped children including those children who are mentally impaired, hard-of-hearing, speech impaired, visually handicapped, emotionally disturbed, hospitalized or homebound, or children with specific disabilities.

Programs range from individual tutoring for homebound or hospitalized students to provide learning experiences for handicapped students. Students in the District who need special help may spend part of the day in regular classes

and part of the day receiving help from the learning development teacher or speech clinician, or in a self-contained learning environment. The services of a school psychologist and social worker are also available to the District.

Children considered for special programs are tested and evaluated by school personnel and the school psychologist. Parents/guardians receive a detailed explanation of the evaluation and are asked to provide their input in the development of an individual education program (IEP) for their child. It is our wish that the school and parent/guardian work cooperatively to provide a program that meets the special needs of each handicapped student.

Section 504 of the Rehabilitation Act of 1973 is a broad civil rights law protecting the rights of individuals with conditions that substantially limit a major life activity. Students attending Prairie Hill School District, having medical conditions that substantially limit a major life activity (in this case, learning), will be evaluated by school staff under Section 504. A written "Section 504 Service Plan" can be developed to provide reasonable accommodations at school to enhance learning. Examples of medical conditions that may interfere with learning can include asthma, attention deficit disorder (hyperactivity), vision or hearing impairments, or other medical disorders. Questions may be addressed to the Section 504 Building Coordinator, Principal Kevin Finnegan, or Principal Wes Heiar.

Students for whom English is a second language and who need special accommodation should contact their school's principal.

### **BEHAVIORAL INTERVENTIONS FOR STUDENTS WITH DISABILITIES**

The Board of Education recognizes that students with disabilities may have special needs, which affect their ability to conform to acceptable behavioral patterns in school. Pursuant to Section 14-8.05 of *The School Code*, when behavioral interventions are used for students with disabilities in this school district such interventions shall be used in consideration of the student's physical freedom and social interaction and be administered in a manner that respects human dignity and personal privacy and that ensures a pupil's right to placement in the least restrictive educational environment to the student's needs.

The Board of Education further recognizes that behavioral interventions should be used by appropriate school personnel to further promote and strengthen desirable student behavior and reduce inappropriate behaviors. School personnel should use positive interventions to remediate inappropriate student conduct and school personnel should only use restrictive interventions or out-of-school interventions including, but not limited to, suspension or expulsion from

school when a student engages in gross disobedience or misconduct, emergency situations or when positive interventions have failed to remediate the inappropriate conduct. Students with disabilities shall receive a behavior intervention plan if, as a result of the student's disabilities, the student is unable to conform to acceptable behavioral patterns required by this District without the use of restrictive behavioral interventions.

The Superintendent shall designate a committee to develop procedures to implement the requirements of this Policy and Section 14-8.05 of *The School Code*. The committee appointed by the Superintendent shall seek and receive the advice for the following persons or organizations: (1) parents of student with disabilities, (2) other parents, (3) teachers, (4) administrators, (5) advocates for persons with disabilities, (6) individuals with knowledge or expertise in the development and implementation of behavioral interventions of persons with disabilities. The committee shall also use as a reference the Illinois State Board of Education's "Behavioral Interventions in Schools: Guidelines for Development of District Policies for Students with Disabilities" (1994).

This Policy and implementing procedures shall be distributed to all parents of students with individual educational plans within fifteen days of adoption of this Policy and its implementing procedures by the Board of Education and, for students becoming eligible for IEPs after the adoption of this Policy, at the time the IEP is first implemented. In addition, this policy and procedures shall be distributed to all students with IEPs at the beginning of each school year thereafter. Annually, each school shall inform its students of the existence of the policies and procedures.

#### **General**

- All students with disabilities in Prairie Hill School District #133 are governed by this District's general student discipline policy and this District's policies and procedures governing special education programs and services.
- Students with disabilities who are unable, as a result of their disability, to conform to acceptable behavioral patterns without the use of restrictive interventions shall have a behavior intervention plan (hereafter "BIP") included in the student's individual education plan (hereafter "IEP"), and developed by the IEP Team.

- Students with disabilities who engage in gross disobedience or misconduct under the District’s student discipline policy may be subject to an out-of-school intervention unless such intervention is prohibited by the student’s behavior intervention plan.

**Definitions**

**Students with disabilities** are all students determined by school District personnel to have a disability within the meaning of the Federal Individuals with Disabilities Act or Section 504 of the Rehabilitation Act of 1973.

**Restrictive Behavior Intervention** is defined to include, but is not limited to, in-school suspension, drop from course, inhibiting devices, manual restraints, supervised time-out. Excludes restraints prescribed by physician or used as a safety procedure for transportation.

**Out-of-School Intervention** is defined as an out-of-school suspension or expulsion authorized by Section 10-22.6 of The School Code (015EILCE5/10A22.6).

**Non-Restrictive Behavioral Intervention** is defined to include:

- |   |                                       |
|---|---------------------------------------|
| *Allowing to escape task                      | *Proximity control                    |
| *Calling and notify parents                   | *Punishment writing                   |
| *Contingency contracting                      | *Redirection (verbal/non-verbal)      |
| *Differential reinforcement                   | *Redirection with physical prompt     |
| *Direct instruction                           | *Response-cost                        |
| *Environment or activity modification         | *Restitution over correction          |
| *Instructional assignment                     | *Self-management                      |
| *Modeling                                     | *Shaping                              |
| *Peer involvement                             | *Teaching alternative behaviors       |
| *Planned ignoring                             | *Teaching self-reinforcement          |
| *Positive practice/over correction            | *Time-out (in class and out of class) |
| *Positive reinforcement (individual or group) | *Verbal feedback                      |
| *Prompting                                    | *Verbal reprimand                     |

**Governance**

**School District Committee**

This School District has established a committee for the purpose of:

- Developing these regulations
- Reviewing the modifications, if any, made from time to time by the Illinois State Board of Education’s “Guidelines for Development of District Policies for Students with Disabilities” (hereafter “ISBE Guidelines”)
- Recommending any changes to these procedures to the Board of Education after the above review
- Monitoring the use of restrictive and out-of-school interventions in this School District

**Individual Education Plan (hereafter “IEP”) Teams**

- Criteria or inclusion of BIP for students with disabilities
- The District’s IEP Team shall consider whether a student with disabilities requires a behavior management plan as part of the student’s IEP based on the following criteria:
  1. The student demonstrates a significant inability to conform to school rules and appropriate behavior.
  2. This demonstrated inability to conform to school rules and appropriate behavior is, in the IEP Team’s opinion, a manifestation of the student’s disability.
  3. Restrictive behavioral interventions are or may be necessary to modify the student’s inappropriate behavior.

**IEP Team Development of the BIP**

- If the IEP Team determines that a student with disabilities is eligible for a behavior intervention plan, then it shall determine what data gathering and analysis is necessary for development of an appropriate plan.
- The BIP shall:
  1. Address inappropriate behaviors caused by the student's disability
  2. Include the student's present level of performance in the area of behavioral difficulty
  3. Include one or more annual goals which state a level of performance superior to the then current level of performance
  4. Identify the non-restrictive and restrictive behavioral interventions necessary and appropriate to enable the student to achieve the student's and IEP's annual goals

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- 7<sup>th</sup> Literature Mrs. Kelli Houghton, Mrs. Kim Andrews
- 8<sup>th</sup> Literature Mrs. Kelli Houghton
- 6<sup>th</sup> English Mrs. Kim Andrews, Mrs. Dani Zoeller
- 7<sup>th</sup> English Mrs. Elizabeth Hand
- 8<sup>th</sup> English Mrs. Elizabeth Hand, Mrs. Laurie Mayer
- Spanish Mrs. Laurie Mayer
- 7<sup>th</sup> -8<sup>th</sup> Math Mrs. Megan Forsythe
- 7<sup>th</sup> Accelerated Math Mrs. Megan Forsythe
- 6<sup>th</sup> & 8<sup>th</sup> Accelerated Math Mrs. Kim Hatfield
- 6<sup>th</sup> Regular Math Mrs. Kim Hatfield
- 6<sup>th</sup> & 7<sup>th</sup> Social Studies Mrs. Amanda Books
- 7<sup>th</sup> – 8<sup>th</sup> Social Studies Mrs. Stephanie Stallman
- P.E. 5<sup>th</sup> – 8<sup>th</sup> Mrs. Marcie Ball, Mr. Justin Bonne
- P.E. K- 4<sup>th</sup> Ms. Jessica Levan
- Art Mrs. Meredith Williams, Mrs. Crystal Swanson
- Technology Coordinator Mr. Joe Grygiel
- K – 8 Computer Mr. Bob Zdeb
- Speech & Language Mrs. Denise Durben-Olstead

- LD Resource Mrs. Sarah Burk, Ms. Danielle Sage, Mrs. Erin Turek  
Mrs. Shelley Wagner, Mrs. Amanda Stubbe
- K-2 Music
- Music & Choir Mrs. Linda Julian
- Band & Jazz Mr. Gene Gregoire
- Reading Specialist Mrs. Brenda Colwell, Mrs. Amy Mylin
- Librarian- Prairie Hill Mrs. Julie Tesluk
- Librarian- Willowbrook Mrs. Dani Zoeller
- Social Worker Mrs. Jean Carroll
- Custodian – Prairie Hill Mr. Rick Hall, Mr. Rob Wood, Mrs. Andrea Wood
- Custodian – Willowbrook Ms. Barb Sand, Mr. Jeff Faith
- Kitchen Staff – Prairie Hill Mrs. Lisa Willett, Mrs. Nancy Sly, Mrs. Penny Wallace
- Kitchen Staff – Willowbrook Mrs. Terri Divine, Mrs. Kris DalSanto, Mrs. Kelli Darin

## **ATHLETIC / ACTIVITY STAFF**

- Athletic Director Mr. Michael Rhines
- Band-Jazz Mr. Gene Gregoire
- Boosters Coordinator Mrs. Kris Dal Santo, Mrs. Kristin Duesdieker
- Boys JV Basketball Coach Mr. Justin Bonne
- Boys Varsity Basketball Coach Mr. Matt Yarc
- Cheerleading Advisor Mrs. Stacy Young
- Choir Mrs. Linda Julian
- Co-Ed Jr. Varsity Soccer Coach Mrs. Cindy Froman
- Co-Ed Track Mr. Chuck Leonard
- Co-Ed Varsity Soccer Coach Mr. Scott Rogers
- Environmental Club Coord. Mrs. Cindy Froman
- Girls JV Basketball Coach
- Girls Varsity Basketball Coach Mr. D.J. Nosbisch
- Girls Volleyball Coach Miss Stephanie Keilback, Mrs. Laurie Mayer
- Intramurals
- Math Club Coordinator Mrs. Kim Hatfield
- Pom Pon Advisor Mrs. Kelly Rogers
- Quizbowl Mrs. Megan Forsythe, Mrs. Heather McIlwain
- Renaissance Coordinator Mr. Justin Bonne, Mrs. Marcie Ball
- Student Council Advisor Mrs. Kelli Houghton, Mr. Scott Rogers
- Yearbook Mrs. Elizabeth Hand

## **PARENT STAFF ASSOCIATION OFFICERS**

Information on the PSA may be found @ [www.phspsa.org](http://www.phspsa.org)

- President Mrs. Jessica Poppe
- Vice President Mrs. Kristi Hyde
- Treasurer Mrs. Kris King
- Assistant Treasurer
- Secretary Mrs. Bobbi Lengjak
- Promotions Coordinator Mrs. Julie Brady

## **MUSIC ADVOCATES**

- President Mrs. Colleen Bell
- Treasurer Mrs. Kate Rosenwinkle

**Parents have the right to review their child's classroom teacher's qualifications. If you wish to do so, please make your request to the building principal.**

# **District #133 School Calendar 2011-2012**

August 24	First Day of Attendance
September 5	Labor Day – No School
September 23	SIP Day – No School
October 10	Columbus Day – No School
October 28	End of First Quarter
November 4	Report Cards go home
November 10	Parent-Teacher Conferences
November 11	No School
November 17	Parent-Teacher Conferences
November 18	No School
November 23-25	Thanksgiving Break – No School
December 19-30	Winter Break – No School
January 2, 2012	School Resumes
January 13	Teacher Institute – No School
January 16	Martin Luther King’s Birthday – No School
January 20	End of Second Quarter
January 27	Report Cards go home
February 23	Parent Teacher Conferences
February 24	No School
March 1	Parent-Teacher Conferences
March 2	No School
March 5	Casimir Pulaski Day – No School (unless needed to replace snow day)
March 23	End of Third Quarter
March 26-30	Spring Break – No School
April 5	Report Cards go home
April 6	SIP Day – No School
May 28	Memorial Day – No School
June 1	Last Day of Attendance (unless we need to make up snow days)