

# **Prophetstown-Lyndon-Tampico #3**

**EXCELLENT EDUCATION = EMPOWERED CITIZENS**

**ELEMENTARY SCHOOL**

**STUDENT HANDBOOK**

**SY 2011-2012**

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## PURPOSE OF HANDBOOK

The purpose of the Student/Parent Handbook is to acquaint parent, student, and friends who are interested in the practices of the school. By referring to this handbook, parents and students can often find answers to many questions. It is designed to help students and parents understand the rules of the school necessary to maintain an environment and climate conducive to good teaching and productive learning. Parents are asked to read the handbook and discuss with their children the importance of following these rules established by the school.

## **PROPHETSTOWN-LYNDON-TAMPICO #3 MISSION**

**THE MISSION OF PLT CUSD #3 IS TO EDUCATE ALL STUDENTS  
IN A SAFE ENVIRONMENT TO BECOME LIFE-LONG LEARNERS  
AND EMPOWERED CITIZENS.**

### **WE BELIEVE:**

- **all children can learn.**
- **students can be successful and develop a sense of self-worth.**
- **every individual at school deserves respect.**
- **every child is unique and has special talents.**
- **students have both rights and responsibilities for their learning.**
- **children learn best when they work together in positive ways.**

### **IN THIS ENVIRONMENT, WE ENVISION THAT WE AND OUR STUDENTS WILL:**

- **become life-long learners.**
- **show respect for one another and work together for the good of all.**
- **solve problems creatively, cooperatively, and collaboratively.**
- **maintain high expectations and strive to reach our fullest potential.**
- **gain the knowledge and skills necessary to be a productive citizen and community member.**

**WE ARE A COMMUNITY THAT BELIEVES THAT PARTICIPATION IN EDUCATION IS  
THE KEY TO SUCCESS IN PREPARING FOR THE FUTURE!**

**PROPHETSTOWN ELEMENTARY SCHOOL**  
**Karen Anderson, Principal**

**Faculty**

Pre-K	Kelly Ottens
Pre-K	Jan Halpin
Kindergarten	Julie Noord
Kindergarten	Heather Rangel
First Grade	Sue Castelein
First Grade	Megan Barton
Second Grade	Teri Bealer
Second Grade	Vickie Waldbusser
Third Grade	Chris Barton-Howard
Third Grade	Terri VanOosten
Fourth Grade	Beth Jacobs
Fourth Grade	Jessica Wroble
Fifth Grade	Michael Carlson
Fifth Grade	Sharon Kelley

**Special Area Teachers**

Special Education	Linda Baker
Special Education	Nancy Henegar
Title I	Denise Cady
Title I	Susie McLain
Reading Interventionist	Ann Cooper
Speech Pathologist	Sarah Sheley
Media Specialist	Cindy Megli
Music	Stephanie Bohms
Band	Jane Davis
Physical Education	Bill Berk
Guidance Counselor	Kate Reed
Nurse	Shelley DeShane
Pre-K Aide	Megan Jacobs
Pre-K Parent Coordinator	Kiley Johnson
Library/Media Aide	Nora Mosher
Clerical/Instructional Aide	Joanie Stewart
Library/Instructional Aide	Susan Majeski
Instructional Aides	Deb Roselieb, Tonya Remley, Natalie Myers
Instructional Title I Aide	Sue Foltz
Pre-K/Instructional Aide	Karen Richey
Inclusion Aide	Paula Olsen
One-on-One Aides	Shana Reutzel

**Maintenance/Custodial**

Head Custodian	Barb Sage
Custodian	Jane Hovey

**Office**

Secretary	Tammie Sandrock
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**Food Service**

Lead Cook	Robyn Gilman
Assistant Cook	Jill Jones
Assistant Cook	Darla Corbin

**Volunteer**

Volunteer Program Coordinator	Joanie Stewart
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# Tampico Elementary School Staff 2011-2012

## **T.B.D., Principal**

### **Faculty**

Pre-K	Deana Newman
Kindergarten	Cindy Taylor
First Grade	Jolene Kelly
Second Grade	Kate Fordham
Third Grade	Teri Schlindwein
Fourth Grade	Holly Doubler
Fifth Grade	Pam Hagan

### **Special Area Teachers**

Special Education	Deb Lawson
Title I	Dionne Sibley
Reading Interventionist	Ann Cooper
Speech Pathologist	Cali Froeter
Technology	Cathy Hinrichs
Music	Mardi Huffstutler
Band	Jane Davis
Physical Education	Karen Miles
Guidance Counselor	Katrina Wager
Nurse	Diane Walters
Media/Title I Aide	Luanne Urban
Pre-K Aide	Traci Sandrock
Instructional Aide	Toni Drilling
Instructional Aide	Mary Wendland
Instructional Aide	Sandra Tornow

### **Maintenance/Custodial**

Head Custodian	Brenda Zigler
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### **Office**

Secretary	Melodie Fritsch
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### **Food Service**

Lead Cook	Nancy Tornow
Assistant Cook	Lisa Church
Breakfast Cook	Roberta Konneck

**PES BUILDING SCHEDULE  
2011-2012**

**K-5<sup>th</sup>**      **7:30 A.M.**      **Supervision of playground** (Fourth and fifth grade students are to stay in the southwest corner of the playground before school begins to accommodate the larger number of students present at this time.)

**7:45-8:10 A.M.**      **Breakfast (Students enter cafeteria through rear door by portable classroom.)**

**8:10 A.M.**      **First Bell**

**8:20 A.M.**      **Tardy Bell**

**Pre-K**      **8:15 – 11:00 A.M. Class (Monday-Friday)**

<b>Lunch Schedule:</b>	<u><b>Grade</b></u>	<u><b>Lunch</b></u>	<u><b>Recess</b></u>	<u><b>Back to Class</b></u>
	<b>K</b>	<b>10:55</b>	<b>11:15</b>	<b>11:35</b>
	<b>1<sup>st</sup></b>	<b>11:05</b>	<b>11:25</b>	<b>11:45</b>
	<b>2<sup>nd</sup></b>	<b>11:15</b>	<b>11:35</b>	<b>11:55</b>
	<b>3<sup>rd</sup></b>	<b>11:25</b>	<b>11:45</b>	<b>12:05</b>
	<b>4<sup>TH</sup></b>	<b>11:35</b>	<b>11:55</b>	<b>12:15</b>
	<b>5<sup>TH</sup></b>	<b>11:40</b>	<b>12:00</b>	<b>12:20</b>

**Pre-K**      **12:30 – 3:20 P.M. Class (Monday-Friday)**

**Dismissal:**      **3:20 P.M.**      **Regular dismissal for all students**

**Early Dismissal:**      **School is dismissed at 2:20 PM (one hour early).**

**Early Release:**      **Prophetstown Elementary School dismisses at 12:50.**

**Emergency Dismissal:** **If conditions exist that prompt an early dismissal (i.e. fire, storm, lack of heat or power, etc.), parents will be contacted through the district’s Alert Notification System. Parents who are not registered through the system are asked to listen to local TV and radio stations for announcements. Whenever possible, announcements will be made by 12:00 noon for a 2:20 P.M. dismissal and by 6:30 A.M. for school cancellations.**

Prophetstown Elementary School requires **WRITTEN NOTIFICATION** of any special request for release of students, or changes in students’ transportation arrangements. **THREE** copies will be made of all written requests, one for the classroom teacher, one for the bus driver, and the original, which will be kept in the office. Please use the phone for emergencies.

Walking students are dismissed through the back of the building. Parent pick-up is available on Lincoln Street (back of the building) and on Locust Street. Students should know where to report after school and have emergency procedures. When picking up or dropping off children, please observe bus loading zones and no parking areas.

**TES BUILDING SCHEDULE  
2011-2012**

<b>K-5<sup>th</sup></b>	7:40 A.M.	Supervision of Playground. All students should report to the East playground
	7:40-8:10 A.M.	Breakfast (Students report to the gymnasium)
	7:50-8:15 A.M.	K-2 students move to the West playground 3-5 students stay on the East playground

<b>Pre-K</b>	8:15-10:50 A.M.	Class (Monday-Friday)
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<b>Lunch Schedule:</b>	K-2: Lunch: 11:20-11:45 Recess: 11:50-12:05
	3-5: Recess: 11:25-11:40 Lunch: 11:40-12:05

<b>Pre-K</b>	12:30-3:10 P.M.	Class (Monday-Friday)
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<b>Dismissal:</b>	3:20 P.M.	Dismissal of all students
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<b>Early Dismissal:</b>	2:20 P.M. (One hour early)
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<b>Early Release:</b>	12:50 P.M.
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**Emergency Dismissal: If conditions exist that prompt an early dismissal (i.e. fire, storm, lack of heat or power, etc.), parents are asked to listen to local TV and radio stations for announcements. Whenever possible, announcements will be made by 12:00 P.M. for a 2:20 P.M. dismissal and by 6:30 A.M. for school cancellations.**

Tampico Elementary School requires **WRITTEN NOTIFICATION** of any special request for release of students, or changes in students' transportation arrangements. Copies for the classroom teacher and the bus driver will be made of all written requests. Please use the phone for emergencies.

Walking students are dismissed through the doors on the East playground. Parent pick-up is available in the front of the building. Students should know where to report after school and have emergency procedures. **Pick-ups and drop-offs should NOT be made in the alleys to the East and South of the building.** When picking up or dropping off, please observe bus loading zones and no parking areas, including the alleys.

## **CHAIN OF COMMAND**

It is often confusing for parents and a teacher to know just who should be contacted about a specific topic or concern. The chain of command is as follows:

1. Generally, a parent should contact the teacher if a situation directly relates to classroom learning. If questions remain after conferring with the teacher, contact the Principal.
2. Teachers are responsible directly to the building principal. The administration sets the stage so that effective teaching may be done. In the absence of the building Principal or another administrator, the office staff (secretary, nurse, and guidance counselor) may act in administrative capacity to maintain a functional school day and handle emergencies. The Superintendent delegates authority and responsibility to the Principal to administer and carry out policy.
3. The Principal is directly responsible to the Superintendent, who is given a relatively free hand in the administration of educational policies. The Superintendent is directly responsible to the School Board.
4. The Board of Education consists of seven men and women. They represent the citizens of the District in the control and management of school affairs. They are responsible for determining the policies of the school system and employing administrators to carry out these duties. It is not their role to actively administer the school on a day-to-day basis. All of their functions with the faculty and students are carried on through their administrators.

## **ELEMENTARY SUPPLIES**

A supply list will be available at registration.

## **SCHOOL FEES**

The following fees are payable upon registration:

KINDERGARTEN MILK FEE	\$87.00
BOOK RENTAL (K-5)	\$55.00

## **BREAKFAST AND LUNCH PROGRAM AND POLICIES**

Students may deposit money into a meal account. Deposits should be placed in an envelope labeled with the student's name. Deposits may be brought to the kitchen prior to 8:30 A.M. After 8:30 A.M., all deposits must be brought to the office. Meal accounts can be accessed through the district's finger scanning system. As students are scanned in the lunch line, the cost of the meal, and milk that is purchased with sack lunches, will be deducted from their account. If a parent calls or sends a note, money will be transferred from a sibling's account; however, this will not be done automatically. No charging is allowed. Prices are as follows:

K-5 breakfast	\$1.25
K-5 lunch	\$1.80
Double entre'	\$1.65
Adult breakfast	\$1.85
Adult meal	\$2.25
Milk	\$ .50

Students with a \$0 or minus \$0 amount in their meal account will not be given a breakfast meal or a hot lunch. They will receive cereal for breakfast and a peanut butter sandwich for lunch for a three-day period of time. Parents are encouraged to pack a lunch for their children until money can be deposited into the meal account.

Students will eat in the cafeteria. White 1%, white skim milk, or chocolate 1% milk are available. Students receiving free/reduced lunches must pay for extra milk. Students who bring their lunch must pay for milk. Although **no pop or energy drinks are allowed**, students may bring fruit juice. Students are expected to maintain an orderly and mannerly lunch line, use proper table conduct, throw litter in the designated container, and return trays and utensils to the cart.

Students are not permitted to leave the school grounds during the school day without permission of the office. Students leaving for lunch should be picked up in the office unless other arrangements have been confirmed by the building principal.

### **DISTRICT CONDUCT/DRESS CODE**

General appearance should reflect good grooming and good taste. The students' behavior can be affected by their appearance. Enforcement Statement – Dress Code expectations shall be enforced at all school functions whether it is a home or away events and are applicable to both student spectators and participants.

1. Students are expected to treat the faculty, staff, visitors, other students and school property with dignity and respect.
2. Students should dress appropriately during the entire school day. Students shall not wear clothing or practice grooming which is unsafe, unsanitary, distracting or offensive to others, or destructive to property. All students are required to wear footwear at all times. Head coverings, including hats, caps, hoods, visors, and bandanas are not to be worn in the building unless directly related to a school activity. Items may be confiscated and may not be returned.
3. Students should demonstrate good judgment in what they wear. Language or emblems that promote or advertise drugs, alcohol, tobacco, chew, sexually transmitted diseases, violence, racism, hatred, discrimination, satanic practices, corpses, gang affiliation, or contain profanity or sexual innuendo are not permissible.
4. Students participating in Awards Night, NHS Induction, Fine Arts Festival, Graduation, and/or other special occasions are expected to "Dress Up" and look nice (dress jeans and shirts/tops are allowed). Clothing must be within the dress code. At graduation boys must wear pants/slacks

that are visible below their gowns. Boys and girls must wear decent shoes – NO FLIP FLOPS. Leather sandals are acceptable. One exception to the above statement, with the exception of Graduation, is that if students are participating in a game such as baseball, on the same night, and the student does not have time to go home and change, they may wear their uniform.

5. Students may not wear jewelry or accessories that constitute a hazard. This includes: studded necklaces and bracelets, chains, and large/sharp objects.
6. Students may not wear coats to class without teacher approval.
7. Students may not wear/carry book bags, purses or other large bags to class.
8. Students are expected to limit their display of affection.
9. Language/Gestures: students are not to use inappropriate, vulgar, or offensive language or gestures.
10. Electronic Devices/Cell Phone Use:
  - a. High School: students may bring electronic games, MP3 players, CD players, or cell phones to school; however, if use of these devices becomes a distraction to the educational process/environment they may be confiscated.
  - b. Middle School: all devices are to be in the student's locker.
  - c. Elementary School: No devices are allowed at school.
11. Students who have courses that require safety equipment or special dress codes must adhere to wearing the proper equipment and/or clothing. Failure to comply may affect a student's grade and/or participation in the course.
12. The body from mid-thigh to shoulders will be covered. This means short-shorts, halter tops/spaghetti straps, see-through clothing, mini-skirts, sleepwear, or clothing that exposes personal undergarments will not be allowed.
13. Any piercing which is deemed unsafe or distracting to the educational environment will not be allowed.

### **VISITORS**

Parents are encouraged to visit school at any time. Please make arrangements through the teacher or the principal's office. All visitors are to report to the principal's office to receive a visitor's badge. For the safety of our children no one is to be in the building without reporting to the office first. Notifying the school of the day, time, and purpose of the visit will insure that the students are engaged in activities that the visitor wishes to participate in or observe.

### **ATTENDANCE**

It is extremely important to attend school regularly. Regular attendance and being on time help children have a good attitude toward school. Absences and tardies are upsetting to students as they disrupt schedules, require readjustment to class routines, and slow student learning. Although a sick child should remain at home, there is no way to duplicate class interaction experiences when a student has been absent.

Appointments, medical exams, etc. should be scheduled outside the school day whenever possible. In the case of doctor and dentist appointments scheduled during the middle of the day, prior notice should be given to the office.

Extra-curricular school or district activities are part of a student's educational experience. Students must be in attendance all day for these activities unless administrative pre-approval is granted.

All students who arrive after school is in session must report to the office upon entering the building. Students leaving early must have their parents sign them out. Parents who are having someone other than themselves pick up a child from school must send a written request to school.

### **IN CASE OF ABSENCE**

Please call the school office at **537-2345** (PES) or **438-2255** (TES) before 8:30 a.m. if your child will be absent. You may call anytime prior to 7:30 a.m. and leave a message on the recorder. This will avoid the school calling a parent at their workplace/home, as we make a reasonable attempt to contact parents within two hours of the child's noted absence. If contact between parents and school is not made, parents should send a written note the next day to confirm the absence. Any absence not approved by the principal within two days after the student's return to school will be documented as unexcused. If a child is absent and the school has not spoken to the parent or received written verification that the child was absent for a valid reason, the absence shall be recorded as truant.

Absences exceeding five (5) school days will require a doctor's excuse in order for the absences to be excused.

Students who are absent for an extended period of time will be granted 1 day per each day absent to make up school work. Make up work may be obtained after school unless other arrangements are made with the office or classroom teacher.

### **ANTICIPATED ABSENCES**

Requests for necessary absence from school should be written by parents or legal guardians and taken to the office one week prior to the absence. Anticipated absences may be counted as unexcused unless approved by principal. Arrangements for make-up work must be made with teachers prior to the absence. Vacations of a week or more during school are strongly discouraged.

### **TRUANCY**

Excessive absences or tardies will result in a report of truancy to the appropriate legal authorities. Truancy is defined as absence without valid cause for a school day or a portion thereof. "Valid cause" is defined as illness, death in the immediate family, family emergency, and situations beyond the control of the student as determined by the school board or circumstances that cause reasonable concern to the parent for the safety and health of the student. A "chronic" or "habitual truant" means a "child subject to compulsory school attendance who is absent without valid cause from such attendance for 10% or more of the previous 180 regular attendance days".

Letters of concern will be sent to the parents of students who are chronic truants or whose attendance patterns may negatively impact their learning. Students with excessive absences/tardies will be referred to the Whiteside County Truant's Alternative Program.

## **HEALTH SERVICES**

### **VISION AND HEARING SCREENING**

Vision and hearing screening tests shall be conducted in accordance with the rules and regulations of the Department of Public Health and by individuals who have been certified. The Department of Public Health states that the "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 report form indicating that an examination has been administered within the previous 12 months." Vision screening is not an option, however. A vision examination report, on the physician's letterhead, must be on file at the school if your child is not participating in the school's screening test.

### **MEDICATION ADMINISTRATION**

Parents have the responsibility to bring all medications to school in the original or physician labeled container. A written order submitted on the school Medication Authorization Form, signed by both the physician and the parent, must accompany the medications. Students may not carry or administer medications of any kind. This policy will be strictly enforced to comply with state regulations.

### **EMERGENCY NUMBERS**

The emergency contact form asks for three numbers that could be called if a child becomes ill or is injured. **Please be sure this information is complete, correct, and up-to-date.** We must have the number of a relative, neighbor, or friend who is willing to assume care for a child if the parent can not be reached.

### **FIRST AID**

In the event of injuries or illness, first aid will be administered. Should a child become ill at school, the Health Aide (nurse) will decide: 1) if the student should rest and return to class; 2) if the student is able to participate in full school activities; or 3) if the student should go home. The health aide will make arrangements for the student to leave. A parent or designated individual on the emergency form must be contacted before a student is allowed to leave. If the illness or injury is of a serious nature, the school will notify the parents, who then shall assume responsibility for medical treatment. If the school is unable to reach the parent, the student will be taken for medical treatment, by ambulance if necessary.

### **IMMUNIZATIONS AND PHYSICAL EXAMS**

It is the responsibility of the Health Aide to compile and maintain health records for each student. The base of each record is the physical exam, dental exam and immunization record. It is required by the State of Illinois that all children entering pre-K, kindergarten, fifth, and ninth grades, or upon entering an Illinois school for the first time, receive medical examinations before attending classes. The exam must be dated within one calendar year of when the school year begins. A record of said examination is to be submitted to the school at the time of registration. A lead screening is also required. Dental exams are required in kindergarten, second and sixth grades. Immunizations are also to be completed prior to the first day of school. Physical exam and immunization requirements are strictly enforced. Make appointments with your doctor as soon as possible to make sure they are completed before registration day. Students may be restricted from attending school until complete exam and immunization requirements are met.

### **LEAVING SCHOOL GROUNDS**

For safety reasons, students are not permitted to leave school grounds while school is in session without the permission of the principal. Students going home or leaving for an appointment must be signed out by a parent and picked up in the school office.

### **TELEPHONE USE**

Telephones in the school office are for business purposes, and should be used by students only in the case of emergency. Messages to students must go through the office and should be limited to emergencies only. Parents are to make every effort to coordinate dismissal plans and other arrangements with their child before the child leaves for school each day.

### **FIRE, STORM, BUS EVACUATION and LOCKDOWN DRILLS**

Drills are held throughout the year. Written procedures for these drills are posted in each room and will be explained by teachers and practiced during the year.

### **INCLEMENT WEATHER POLICY**

Our outdoor policy regarding cold and inclement weather varies according to the degree of the conditions. As a general rule, when the temperature and wind result in a wind-chill-factor of 10 degrees or less, students will be inside the building. We ask your cooperation in not sending children to school before 8:00 A.M. when the weather is especially bad. We will make provisions that allow students to enter the building when the outdoor conditions would be adverse to their health. We believe that some fresh air and outdoor activity are necessary throughout the day to keep learning conditions at their best. We will use our best judgment when determining where students will have recess - considering temperature, precipitation, wind chill, and playground conditions. **Students should come prepared by dressing appropriately.**

In the event of a delayed start, breakfast will not be served.

### **DISCIPLINE POLICIES**

The teachers and support staff members at Prophetstown and Tampico Elementary Schools are dedicated to teaching the importance of citizenship and respect for the rights of others. With parents and teachers working together, we can use disciplinary incidents as opportunities to teach our students appropriate and responsible behavior. Every attempt will be made to hear all sides of a disciplinary situation.

Discipline will be enforced in a fair and impartial manner. The elementary schools will implement the *Steps to Respect* and *Second Step* programs, during the 2010-2011 school year.

These bullying prevention programs define bullying as one-sided treatment where someone is being hurt, frightened, threatened, or someone is leaving others out on purpose. Bullying and other disruptive behaviors are tracked and addressed through appropriate interventions.

## **GENERAL RULES AND REGULATIONS**

Rules and regulations are necessary for the orderly operation of the school, for the maintenance of a good learning environment, and for the development of self-discipline. Students are expected to follow these rules:

1. Respect must be shown to all persons at all times.
2. Students should present themselves in a neat, clean and appropriately dressed manner. (See “Dress Code”).
3. Students should keep all areas of the school building and grounds safe and clean by taking proper care of school and personal property. Students should not write or mark on school property. Students should not litter school grounds.
4. Students should demonstrate a positive attitude about school by trying their best and completing all tasks and assignments in an accurate and timely manner. Students in 3rd through 5th grade are to use an assignment notebook provided by the school. A fee of \$1 will be charged to students for replacement of the assignment notebook.
5. Trespassing or loitering on school premises is strictly prohibited. Climbing trees or shrubs, climbing on the landscaping walls, and climbing on the roof are also strictly prohibited.
6. School will provide playground equipment. No toys will be brought from home.
7. Bully type behavior - verbal and physical aggression such as name calling, shoving, intimidation – will not be tolerated and will result in discipline consequences. (See Board Policy 7:180)
8. PLT CUSD #3 has established rules prohibiting physical, sexual, verbal or harassment of students. Alleged abuse or harassment of a student needs to be reported immediately to a supervisor and/or school principal.

## **DETENTION AND DISCIPLINE NOTICES**

Before school, after school or loss of school recesses will be the form of detention used with students as a corrective disciplinary measure. Students will be expected to serve the detention the “day-of” or on the day following the infraction. Failure to report to detention will result in the detention period being doubled. Parents will be notified of any infraction through a disciplinary notice and/or phone call. Parents will be required to sign and return the notice with their child on the following day.

## **IN-SCHOOL SUSPENSION**

In-school suspension occurs when a student’s behavior warrants removal from class. This disciplinary action is designed to convey to the student the importance of following the rules in order to be a part of the TES and PES learning communities. When assigned an in-school suspension, the student must:

1. Report to the principal’s office promptly.
2. Bring all books, notebooks, and other materials needed for assignments. Daily assignments must be worked on and completed during the in-school suspension. Students should get all assignments from their teachers prior to reporting to the office.
3. Stay in the designated area throughout the in-school suspension period unless permission is given.
4. Eat lunch in the suspension area.

Students will receive credit for work completed during in-school suspensions. Failure to comply with the above stated rules could result in suspension from school with no opportunity to make up work.

## **SUSPENSION**

Students can be suspended from school due to misconduct or gross disobedience for a period not to exceed ten (10) school days, with a parent conference before readmittance to school. Examples of gross disobedience and misconduct shall include, but is not limited to, the following:

1. Theft
2. Vandalism, destruction and/or defacement of school property
3. Fighting and/or excessive aggressiveness
4. Possession of weapons, including “look alikes”
5. Failure to attend detention
6. Improper use or possession of drugs and/or alcohol
7. Possession or use of tobacco
8. Harassment/Sexual harassment/Verbal Abuse
9. Threats or attempts of violence toward anyone –peers or staff
10. Use of profanity and/or obscenity
11. Forgery/Cheating/Dishonesty
12. Insubordination/Disobedience of directives from staff members or school officials and/or rules and regulations governing student conduct
13. Conduct that poses a danger to persons or property or disrupts the educational process

### **EXPULSION**

The School Board is authorized to expel students guilty of gross disobedience or misconduct for the remainder of the school term or a period of time as determined by the Board for the following reasons:

1. Weapon possession, including “look alikes”
2. Threats or attempts of violence toward a staff member
3. Following the third suspension
4. Setting off a fire alarm/Arson
5. Bomb threats
6. Destruction, defacement, or damage to school property, including graffiti
7. Repeated offenses of flagrant misconduct or gross disobedience
8. Conduct that poses a danger to persons or property or greatly disrupts the educational process.

### **STUDENT DUE PROCESS**

The Board will provide a means for the solution of student-staff problems within the school structure. The following procedures will be observed in cases involving suspension:

1. Before the suspension, the student shall be provided oral or written notice of the charges. If the student denies the charges, the student shall be given an explanation of the evidence and an opportunity to present his/her version.
2. Prior notice and hearing, as stated above, is not required and the student can be immediately suspended, when the presence poses a continuing danger to persons and property or an ongoing threat of disruption to the educational process. In such cases the notice and hearing will follow as soon as practical.
3. Any suspension shall be reported to the student’s parents/guardian. A written notice of the suspension shall contain a statement of the reasons for the suspension and the right to review the suspension. A copy of the notice should be given to the Board of Education.
4. Upon request of the parents/guardian, a hearing shall be conducted by the Board of Education or an officer appointed to review the suspension. At the hearing, the student’s parents/guardian may appear and discuss the suspension with the Board and may be represented by counsel. After presentation of the evidence or receipt of the review, the Board shall decide the issue of guilt, hear evidence on whether suspension is appropriate, and make a decision. The Board may take such action as it finds appropriate.

## **GENERAL PLAYGROUND RULES**

1. Unless an adult is directly supervising them, all students should be on the playground before school and during lunch.
2. Stay inside fence and off walls, fences, roof and brick planters.
3. Play equipment and toys are not to be brought from home. Students are to share classroom play equipment and are responsible for returning it to the classroom.
4. Only one person is allowed to be on a swing at a time. Push only from the back. Swing sitting forward. Do not run or walk in the swing area while swings are being used.
5. Slide in a seated position. Do not walk up or down the slide. No jumping off the slide.
6. Jump ropes are not to be tied around students or swung in the air.
7. Students are not to retrieve balls that have gone outside the playground area without permission from the supervisor.
8. Report accidents to the supervisor on duty immediately. Do not leave the playground to see the nurse or to go to the bathroom without the supervisor's permission. One student can accompany an injured student, if necessary.
9. Playing "King of the Hill" or "chasing games" is prohibited. Do not throw snow, ice, snowballs, rocks or wood chips.
10. When playing team sports/games at recess (i.e. dodgeball, kickball), PE rules and procedures apply.
11. Stay away from classroom doors and windows while classes are in session. At PES, students must stay inside the playground side of the red line.
12. Students are to seek the help of the playground supervisor when they are unable to solve problems on their own.
13. No food or drinks are allowed on the playground during school hours.

## **BUS CONDUCT**

Riding the school bus is a privilege. The right to ride on the bus depends on good behavior and following the rules and regulations. The school does not have to transport any student who will not behave on the bus. This is for the safety of all children. Students must obey, and bus drivers are asked to make sure students follow the rules and regulations.

Rules and regulations: All buses are equipped with video cameras to assist in the enforcement of the following rules:

1. Keep arms and hands inside the window. Windows must not be lower than the black line.
2. Wait until the bus comes to a complete stop before getting out of your seat.
3. Walk cautiously getting off the bus and crossing the road. When you get off the bus and have to cross in front of the bus, take 5 or 6 steps in front before crossing so the bus driver can see you, and a signal is given by the driver to cross.
4. Watch for cars; sometimes the mechanical flashers are not observed by traffic.
5. Foul language will not be tolerated.
6. Making fun of other people will not be tolerated.
7. Keep feet off the seats, no standing. Remain seated. Do not leave your seat while the bus is in motion.
8. Do not write on the seats or walls of the bus. Anyone marking, defacing, or damaging the bus or any school property will be reported and held liable for the damages.
9. Once you are on the bus and seated, you cannot change seats. Driver can assign seats, if necessary.

10. Let pupils at the front of the bus unload first.
11. Sit with feet in front of you not in the aisle.
12. Throwing paper or objects out the window or on the floor is prohibited.
13. Yelling, whistling, hitting, scuffling, pushing, throwing caps, etc. is not allowed. The loud talking and laughing diverts the driver's attention and may result in a serious accident.
14. The buses are made for three to a seat.
15. Pupils must present a written permit by their parents or guardians if they are to get off the bus at any place other than their home. Bus students will be expected to ride the bus unless a note from the parent is presented to the principal stating the child will not be riding the bus.
16. Eating and drinking on the bus is strictly prohibited.
17. Pupils must be standing at the curb or side of road and ready to board the bus. The driver will not wait for students.
18. Be absolutely quiet when approaching a railroad-crossing stop.
19. In case of an emergency, remain in the bus until the driver gives instruction.
20. The bus driver is in charge of transporting students safely. They deserve your respect and cooperation. Failure to listen to and cooperate with the bus driver will result in removal from the bus.

If a student violates any of the above rules, the bus driver may write a detention notice that will be submitted to the principal for action. Possible consequences range from loss of recess to extended bus suspension, probation, or permanent removal from the bus. Parents have the responsibility for providing transportation when a student loses bus privileges. (**See Transportation Disciplinary Notice of Procedures**)

### **SPECIAL ARRANGEMENTS**

Buses will be able to accommodate only those students who are regularly scheduled to ride the bus. Because of capacity regulations, it will not be possible to transport any additional students on the buses. You will need to make alternate arrangements if your child needs to be transported to a different location. If your child is not riding the bus on a particular day, you will need to send a note notifying the school.

### **BICYCLES**

Students are responsible for their own bikes. When arriving at school with a bike, students are to walk it to the bike rack and park it properly. Bikes are not to be parked or ridden on sidewalks, pathways, or the playground. Bikes are not to be ridden at any time during the school day, including lunch period.

### **LOST AND FOUND**

A place for lost and found items is maintained near the office. Students are reminded periodically to check the Lost and Found. Unclaimed items are then given to a charity.

### **LOCKERS/DESKS**

Lockers and desks are property of the school and are to be used for storing school related materials. Damage to school property will result in paying a fee to repair or replace the item at the principal's discretion.

## **RECESS**

When weather permits, recess will be held outside. All students must go outside unless a doctor's excuse is filed with the school nurse. If a student is well enough to be in school, the child is well enough to get outside for a little fresh air and exercise. Be sure the child is properly dressed for outdoor conditions and play. Adjustments will be made during inclement weather.

## **REPORT CARDS/CONFERENCES/TESTING**

Report cards are issued each quarter. Progress reports are sent home at the mid-term if the school sees a concern in the student's progress or by parent request. Conferences are held following the first and third quarters. Additional conference times may be arranged by calling the office or teacher. The Metropolitan Tests are administered each fall, and ISAT tests are administered each spring to assess student achievement.

## **ACADEMIC PROGRESS**

Students' academic progress is assessed and monitored through a *Response to Intervention* (RtI) model. In this model all students are universally screened in the fall, winter and spring to evaluate academic achievement and progress. Individual student concerns are addressed through tiers of instructional interventions. Students' responses to these interventions are monitored, and interventions are modified when necessary.

## **HOMEWORK**

Learning at home is an essential part of good education. Collaborative home-school learning begins as soon as children enter the educational system. Prophetstown-Lyndon-Tampico #3 Schools recognize the important role parents have in supporting their children's learning and encourage parental involvement in home-school tasks or homework.

Homework serves a number of purposes:

- Extends school learning.
- Reinforces skills and understanding.
- Develops a home-school partnership.
- Develops skills and attitudes needed for lifelong learning.

Homework assignments are determined by individual grade level teachers. These are instructional decisions that will vary from teacher to teacher. Each teacher will share specific homework practices and expectations at the beginning of the year. These practices and expectations will include:

- The frequency of assigned homework.
- The estimated amount of time students might be expected to spend completing homework.
- The weight of the homework in determining report card grades (when applicable).
- The guidelines for returning graded/marked homework to students by teachers.

## **BIRTHDAYS**

If children wish to bring treats to celebrate their birthday in the classroom, there should be one treat for everyone in the class. Due to health regulations, it is recommended, these treats should be prepackaged or non-food items. Invitations to birthday parties can not be passed out at school unless every student in the class is invited.

### **PETS**

Animals can sometimes bother the safety of children and be disruptive to the class routine. For these reasons, we prefer not to have pets brought to school. Permission may be granted in special instances. The principal and classroom teacher must give permission in these circumstances.

### **CLASS TRIPS**

Students' behavior will be evaluated throughout the year to determine their eligibility for participation in field trips and other special activities. Permission slips signed by the parent or guardian must be returned to school in order for a student to participate. Students and designated chaperones are required to remain with the class for the entire day, including riding the bus to and from the destination.

### **ROOM PARENTS/PARTIES**

Parents have the opportunity to help with classroom parties. Each party begins no earlier than 2:15 P.M. Our goal is to make these events special and simple by providing an activity, drink (light colored- preferably not red or purple to prevent carpet staining), and one treat for each student. To help organize these parties, room parents are requested for each classroom. The room parents will contact volunteers to provide a snack, a drink, napkins, or cups. Room parents' sign-up sheets are available during registration.

As in the past, a parade will be held on **Halloween**. In the interest of safety and in providing an orderly environment for students to learn, the following guidelines will be followed:

- \*Costumes should be simple, comfortable, and safe for walking. Masks should not limit vision. Props that promote violence, such as swords, knives, guns, ropes, daggers, and anything that can be construed as a weapon or used in a violent way are strictly prohibited.
- \*Do not send your child to school wearing make-up or hair coloring. This can cause undue distraction from learning, which is the main focus of our school.
- \*Students are to bring their costumes to school. Teachers allow time for changing just prior to the parade. Students will not be allowed to leave school to change. Parents are welcome and encouraged to observe the parade.

### **PARENT COMMUNICATIONS**

The school attempts to communicate with our parents about the many activities and events planned in the school. A monthly newsletter, which includes a monthly lunch menu and pertinent information regarding school business is sent home with your child in grades K-5. Encourage your child to bring home all papers and communications from school. Please make an effort to read and discuss each one.

**STUDENT/PARENT HANDBOOK  
SIGNATURE FORM**

PLEASE RETURN PROMPTLY TO YOUR CLASSROOM TEACHER. IF YOU HAVE QUESTIONS, PLEASE CALL THE SCHOOL OFFICE AT 537-2345 (PES) or 438-2255 (TES).

All policies, rules, and regulations found in the handbook have the endorsement of the Prophetstown-Lyndon-Tampico Board of Education. Parents and students are responsible for the contents found within this document.

**I confirm I received a copy of the Student Handbook. I have read, discussed, and understand the policies, rules, and regulations of the school.**

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Parent's/Guardian Signature

Date

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Student's Signature

Date

Please return this sheet within one week of receipt to the school.

## **Transportation Disciplinary Notice of Procedures**

### **Prophetstown-Lyndon-Tampico CUSD #3 bus riders and their parents/guardians:**

You are hereby notified that the school district will enforce the following consequences for Transportation Disciplinary Referrals written for violation of school bus rules and regulations.

- 1)     **Transportation Disciplinary Referral #1**  
A written warning with notification to the parents and student and additional measures as deemed appropriate by the administration.
  
- 2)     **Transportation Disciplinary Referral #2**  
A mandatory two (2) day suspension of bus riding privileges and additional measures as deemed appropriate by the administration.
  
- 3)     **Transportation Disciplinary Referral #3**  
A mandatory five (5) day suspension of bus riding privileges and additional measures as deemed appropriate by the administration.

The student **must** be in school on those days he/she is suspended from riding the bus. Failure to come to school on bus riding suspension days will not count toward the bus suspension. It is the parent's/guardian's responsibility to see that their child is transported to and from school.

Additional Transportation Disciplinary Referrals will be dealt with in similar fashion and may result in having the student's bus privileges revoked for the year.

**Note:** This may seem harsh to you, the parent/guardian, but consider the SAFETY factor of 60 children riding a bus when the driver's attention could be distracted and cause an accident whereby some/all of the children could be injured or killed. Your cooperation is expected to help provide safety for all.

**Serious violations will result in immediate removal from the bus as well as filing a complaint with local law enforcement officers.**

