

**Hillsboro Elementary Schools  
2015/2016  
Coffeen & Beckemeyer**



**Hillsboro School District #3**

**[www.hillsboroschools.net](http://www.hillsboroschools.net)**

**Coffeen School  
200 School St.  
Coffeen, IL 62017  
534-2314**

**Beckemeyer School  
1035 Seymour Ave.  
Hillsboro, IL 62049  
532-6994**

**Francine Lockett  
Principal**

**Zach Frailey  
Principal**

**Michelle Reeves  
Assistant Principal**

## **DISTRICT PHILOSOPHY**

The School District, in an active partnership with parents and community, will promote excellence in a caring environment in which all students learn and grow. This partnership shall empower all students to develop a strong self-esteem and to become responsible learners and decision-makers. The School District is committed to developing and using a visionary and innovative curriculum and a knowledgeable and dedicated staff. The District's educational program will seek to provide an opportunity for each child to develop to his or her maximum potential. The objectives for the educational program are:

- To foster self-discovery, self-awareness, and self-discipline.
- To develop an awareness of and appreciation for cultural diversity.
- To stimulate intellectual curiosity and growth.
- To provide fundamental career concepts and skills.
- To help the student develop sensitivity to the needs and values of others and a respect for individual and group differences.
- To help each student strive for excellence and instill a desire to reach the limit of his or her potential.
- To develop the fundamental skills which will provide a basis for life long learning.
- To be free of any sexual, cultural, ethnic, or religious bias.

## **PUPIL RESPONSIBILITIES**

- The pupil attends school so that his/her individual capabilities can be developed to the fullest. It is our hope that each one will become the best person that it is possible for him/her to become. To do this, the pupil must:
  - Accept responsibility for his/her action.
  - Approach studies with a seriousness of purpose and a realization that learning is work.

- Develop good study habits and make a sincere effort to do the best in his/her studies.
- Be well prepared for classes each day, both physically and mentally.
- Make the most of all educational opportunities provided by the school.
- Dress appropriately and practice habits of personal cleanliness.
- Choose friends and companions carefully.
- Be regular in attendance and be punctual in arriving at school.
- Act in a manner which will reflect credit on him/her, the parents and the school.
- Respect the authority of the teachers and other members of the school staff.

## **PARENTAL RESPONSIBILITIES**

Good conduct in school originates in the home. It is the obligation of the parent, by teaching and example, to develop in the child attitudes of respect for the school, for the teachers, and administrators, and for all other children. To help the child develop good behavior habits, the parent must:

- Instill in the child respect for authority, for the rights of adults and of other children, and for private and public property.
- Know the child's friends.
- Assume your child will have outside recess and dress your child appropriately.
- Know where the child is when he/she is away from home.
- Teach the child to obey the teacher and other persons in authority.
- Support the action of the teacher or principal when requested.
- Insist that the child be prompt and regular in school attendance.
- Carry out recommendations made by school personnel.
- Talk with the child about school activities; take an interest in the child's progress in school, and in his/her report card.
- Safeguard the physical and mental health of the child; take him/her for periodic health examinations.
- Attend special school programs.
- Arrange for a time and place for the child to do homework assignments and supervise

- him/her in completing them.
- Understand and comply with the rules of the school concerning pupil conduct.

## VISITORS

District policy requires that **ALL** visitors, including parents, must report to the principal's office before going to a classroom. If a parent wishes to schedule a conference or classroom observation, the parent is asked to contact the staff member by telephone to schedule an appropriate time with the child's teacher and/or the school office. Visitors are welcome at any school district building providing their presence will not be disruptive.

## EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic and social conditions, or actual or potential marital or parental status.

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a discrimination grievance by using the Uniform Grievance Procedure

## NO PETS

Pets and/or other animals may not be brought into school facilities. Teachers and other educational organizations are exempt from the rule provided the introduction of animals into an educational program follows strict procedural guidelines developed by the Superintendent and adopted by the Board of Education.

## Invitations, Flowers & Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home. The office is unable to release addresses and phone numbers of students.

## Using a Photograph or Videotape of a Student

### Pictures of Unnamed Students

Students may occasionally appear in photographs and video recordings taken by school staff members, other students, or other individuals authorized by the Building Principal. The school may use these pictures, without identifying the student, in various publications, including the school yearbook, school newspaper, and school website. No consent or notice is needed or will be given before the school uses pictures of unnamed students taken while they are at school or a school-related activity.

### Pictures of Named Students

Sometimes the school may want to identify a student in a school picture. For example, school officials want to acknowledge those students who participate in a school activity or deserve special recognition.

### Pictures of Students Taken By Non-School Agencies

While the school limits access to school buildings by outside photographers, it has no control over news media or other entities that may publish a picture of a named or unnamed student. School staff members will not, however, identify a student for an outside photographer.

**A parent/guardian may revoke this consent at any time by notifying the Building Principal in writing.**

## **STUDENT ATTENDANCE**

### **SCHOOL HOURS**

School will begin at 8:15 a.m. The final dismissal will be at approximately 3:10 p.m. after the last bus has departed. Early dismissal times for holidays, teacher in-service, etc. will vary. Scheduled early dismissals will be published in advance in the local newspapers and/or in parent newsletters.

### **TARDIES**

Prompt arrival at school is important. Classroom teachers use the first few minutes to take lunch orders, report attendance, check agenda books, and make special announcements. Tardy students interrupt the normal school routine. Repeated tardies may be reported to the truant officer.

If a student is tardy, he/she is to go directly to the office for a permission slip to enter the classroom. If a parent cannot accompany the student to the office, they must send a note explaining the reason for tardiness. Otherwise, the student will be given an unexcused tardy slip. Unexcused tardies may be subject to disciplinary action.

### **ATTENDANCE**

Illinois law requires that whoever has custody or control of any child between six (by September 1<sup>st</sup>) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

If a student is going to be absent from school, the parent is asked to notify the school office by 9:00 a.m. on the day of the student's absence. Parents are also asked to send a note to the office on the day of the student's return to

specify the date(s) and the reason(s) for the absence.

Absences due to illness of the student, a serious family illness, or a death in the family will be excused. A doctor's note may be required for absences of more than 5 consecutive days.

Other absences (for family vacations, holiday travel, etc.) may be excused provided the parent provides a note stating the reason for the absence. When no parental notice is received for a child's absence, the absence will be unexcused. Any absences due to external suspension will be unexcused.

Once the cumulative number of absences totals 10 days, only absences for student illness will be excused and a doctor's note will be required. Any additional absences that are not excused by a doctor's note or by the building administrator under extraordinary circumstances will be unexcused.

### **TRUANCY**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Truancy fines are as follows:

1 <sup>st</sup> Offense	\$25
2 <sup>nd</sup> Offense	\$50
3 <sup>rd</sup> Offense	\$100

## **SIGN IN/SIGN OUT**

Any time a student comes to school after the start of the school day the student should report to the office to receive an admit to class.

No child will be permitted to leave school unless he/she has the parent's written permission. Students must be signed out in the office by a parent or a designee. Parents are asked to go to the office when they want to pick up a child

## **Grading & Promotion**

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

## **Homework**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level. For all **excused** absences the student will be given an equal number of days to make up the homework.

## **Fines, Fees, and Charges; Waiver of Student Fees**

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational

services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

## **BUS TRANSPORTATION**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published in the local paper before the first day of school. Parents must, at the beginning of the school year, select one primary and one secondary bus stop at which a student is to be picked up, and one primary and one secondary stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building administration.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.

8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

Video and audio cameras may be active on busses to record student conduct and may be used for the purpose of investigation into misconduct or accidents on the bus.

## **BUS DISCIPLINE**

Gross disobedience or misconduct providing grounds for suspension from riding the school bus includes:

1. Prohibited student conduct as defined in the Student Discipline policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of the bus driver's or other supervisor's directives.
6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

First offense will generally result in a warning by the school bus driver.

Second conduct offense may result in a written referral from the driver to the building principal. The principal will discuss the situation with the student. The parent will be informed by the principal that another infraction of the rules could result in a suspension of bus privileges.

Third rule infraction may result in a suspension of bus privileges for one, two, or three days depending on the severity of the problem. The parents and child must discuss the problem with the school principal before riding privileges will be restored. The next infraction of the rules may result in possible suspension of all bus riding privileges.

**Any behavior deemed to be extremely dangerous or which jeopardizes the safety of the bus could result in immediate suspension of bus riding privileges.**

### **TEMPORARY/PERMANENT CHANGE IN TRANSPORTATION**

Parents of students who normally ride the bus must designate one primary and **no more than** one alternate bus stop (AM/PM). Students who do not normally ride the bus may designate one bus stop to be used as needed (AM/PM) along an established route as long as there is room on the bus. **A form handed out at registration must be completed and on file in each building before students can utilize their alternate bus stop.** When utilizing the alternate P.M. bus stop, please notify the school's office one hour prior to dismissal. If utilizing the alternate A.M. bus stop, please notify the school's office the day before.

K-5 students who are unable to be dropped off at their primary or alternate bus stop due to parent/guardian's absence will be taken to the After School for Kids program at Beckemeyer where the parent/guardian will have to pick them up and be charged \$5. If this occurs 3 times during a school year, bus privileges may be suspended for the remainder of the year.

### **IRREGULAR BUS ROUTES**

Occasionally, conditions such as severe drifting snow or ice on roads may exist within the district that would prohibit all the buses from completing a regular route. Should this happen, drivers will be instructed to by-pass any road or roads that appear impassable. This announcement will be made over WSMI Radio Station. On occasion, conditions may prevail

which would make it advantageous for the buses to run an hour later; this information will be broadcast also. If weather conditions cause concern, please listen to the radio for information about school closings.

## **PARKING/CROSSWALK INFORMATION**

### **Beckemeyer School**

There are two main crosswalks for the children to enter and leave the school site. The Fairground Avenue crosswalk will be for children who live north and east of the school. Pupils crossing here will be assisted by an adult. The Seymour Avenue crosswalk (across from Montgomery Street) will be for children who live west of the school. We ask that you encourage the children to obey the patrols at the crosswalks.

Parents who pick up their children may do so by utilizing the Seymour side of the school. Please **DO NOT** park or pull into the circle drive until the buses have left. Only pick up and drop off students on the curb. **DO NOT** pick up or drop off students on the inside lane of the circle drive. The circle drive and parking on the Fairground side is for school personnel only. **Vehicles are NOT to park in the circle drive between hours of 7:30 a.m. and 8:30 a.m. Vehicles should not double park in the driveway at any time.**

### **Coffeen School**

At dismissal, all teachers escort their children out the main front door to board buses and meet rides. Children who walk, ride bikes, or are picked up are required to wait until **AFTER** buses pull out and teachers have given them approval to cross the roadway. In the event a parent needs their child to cross the roadway prior to bus departure, they **MUST** retrieve them from the front walkway and accompany them across.

**Cars should never be left unattended in the swing around drive due to bus traffic.**

## **STUDENT HEALTH**

### **VISION SCREENING NOTIFICATION**

Vision and hearing screening will be administered to all students yearly. 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 and that evaluation is on file at the school.

### **PHYSICAL EXAMINATIONS AND IMMUNIZATIONS**

A student's parent(s)/guardian(s) shall present proof that the student was examined by a licensed physician and received the immunizations against, and screenings for, preventable communicable diseases, as required by the Department of Health rules:

1. within one year before entering kindergarten or the first grade;
2. upon entering the sixth and ninth grades; and
3. whenever a student first enrolls in a District school, regardless of the student's grade.

The state of Illinois has mandated dental exams for all students in kindergarten, second, and sixth grades. The examination report must be submitted to the school by May 15<sup>th</sup> of that school year. The state of Illinois also mandates that all children enrolling in kindergarten to have an eye examination by October 15<sup>th</sup> of that school year. All health forms may be obtained from your child's school or district website.

Failure to comply with the above requirements by the first day of school of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. All new students who are first-time registrants shall have 30 days following registration to comply with the health examination and immunization regulations.

Parent(s)/guardian(s) of children between the ages of 6 months and 6 years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning in accordance with State law.

A student may be exempted from this policy's requirements on religious or medical grounds if the student's parent(s)/guardian(s) present to the Superintendent a signed statement explaining the objection. A student may be exempted from the health examination or immunizations on medical grounds if a physician provides written verification.

### **MEDICATION**

The Board of Education recognizes that the administration of medication to students during the school day is necessary in some instances to enable students to attend school during the normal school hours or is medically necessary to address the health needs of the student.

The Board of Education hereby states its intention to comply with the laws of Illinois concerning the administration of student's medication and treatment of student medical emergencies.

No student may possess or consume any prescription or non-prescription medication on school grounds other than as provided for in school policy and procedures. Medications should not be sent to school with the student. Medications should be brought in by parent/guardian and checked in with the school nurse or designee. All student medication should be in its original container or prescription bottle with the student's name, doctor's name, contents, and dosage clearly marked as appropriate.

No school personnel shall administer to any student nor supervise a student's self-administration of any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. This form shall be completed by the student's parent/guardian and physician and shall be on



file at the attendance center prior to the dispensation of any medication to a student. The form shall specify the times at which the medication must be dispensed and the appropriate dosage.

A copy of student medication administration policy and necessary forms are available from the school office.

## **STUDENT ILLNESS**

The following guidelines can act as a guide in determining whether or not a student should stay home or go to school. This is not intended as medical advice. Use your common sense and this information as a guide until your doctor can be contacted.

- No child with a fever should be sent to school.
- When a child has had a fever, do not allow the child to return to school until he has been free of fever for 24 hours.
- Any child with a fever of 100 degrees or higher should not be sent to school and will be sent home.
- A child with a “heavy” cold and a hacking cough should be kept home even though he/she may not have a fever.
- If a child complains of sore throat and/or has white spots on the back of the throat, keep him home and call your doctor.
- If vomiting occurs, keep your child home until he can keep his food down and is eating normally again.
- A child with diarrhea should be kept at home.
- Do not send your child to school with a rash until your doctor has said that it is safe to do so. A rash or itching may be the first sign of illness.

### **Care of Students with Diabetes**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the

school principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Building Principal.

### **Students with Food Allergies**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can

access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

### **Home and Hospital Instruction**

A student who is absent or whose physician anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital. For more information on home or hospital instruction please contact the building principal.

### **SEVERE WEATHER PROCEDURES**

In the event that severe weather or other circumstances necessitate the cancellation or early dismissal of school, an announcement will be made on WSMI Radio Station, 106.1 FM. In the event of school cancellation, this information will be broadcast from 6:30 a.m. until school time. If adverse weather conditions are forecast, school cancellations may be broadcast the evening before. An Alert Now message will be sent to the primary phone number listed on each student's enrollment form announcing any cancellation or unplanned early dismissal.

In the event of early dismissal, parents are asked to make arrangements for the supervision of their children if there is no one at home to care for them. Please be alert for this happening and tune in to the radio station should severe weather develop. If in doubt, call your child's school or the unit office.

### **HEAD LICE/NIT POLICY**

The spirit of the No Lice/No Nit policy is clearly not punitive, but rather beneficial to the entire community. It encourages explanation and therefore, understanding of pediculosis. It promotes greater accountability on the part of parents and, thus, simplifies the administrative task of health professionals. Students will be excluded from school for having head lice or nits. No student excluded from school for having head lice or nits will be readmitted to school until the following conditions have been met:

1. Treatment with head lice shampoo.
2. All nits removed or "nit free". This will need to be verified either by the school nurse or designee at the time of re-entry.

Until a student is found nit free, they will not be allowed to ride the school bus.

Students will be allowed a maximum of 2 excused absences from school due to head lice/nits. Until a student is found to nit free, they will not be allowed to return to school or ride the school bus.

### **DRESS CODE**

Students are generally expected to go outside during recess and PE periods and should be dressed appropriately. Students are asked to dress appropriately for the season. For example, sleeveless shirts and shorts in the middle of winter are discouraged. Students are also asked to dress modestly and in good taste. Clothing that advertises drugs, alcohol or tobacco, has suggestive or obscene materials written or displayed may not be worn. Vulgar, obscene or violent messages on clothing will be treated as vulgar/obscene language or expression.

Faculty and staff reserve the right to determine what type of dress is appropriate for their classroom with regards to safety including but not limited to clothing, hair length, piercings, etc.

## **DISCIPLINE POLICY**

Students are under the jurisdiction of school personnel at all activities conducted as part of the school program. They may include events outside of the school grounds or beyond the regular school day. Students are also under the jurisdiction of the school as they travel to and from school.

When infractions of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his or her parents, and other support personnel to help the student correct his or her behavior.

A teacher may remove a pupil from class when the seriousness or persistence of disruptive conduct, in the opinion of the teacher, disrupts the educational process of other students in the classroom or if the student has been disrespectful or defiant to the teacher. The teacher will report immediately to the principal or his/her designee the circumstances leading to the student's removal from the class.

All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. When determining the response for a specific break in discipline, school personnel will consider the nature of the act, the student's previous school history, his or her age and maturation, any mitigating circumstances and the effect of his or her actions on the school community. Disciplinary responses may include, but are not limited to, those that follow:

- Removal from class
- Loss of recess
- After School Detention
- Rote writing
- Supervised Study
- Restitution
- Restoration
- Internal Suspension
- External Suspension
- Expulsion

Students who exhibit gross disobedience or gross misbehavior may be subject to discipline as permitted by the Illinois School Code and the

Hillsboro Community Unit School District #3 Board policies. Gross disobedience and gross misconduct are interpreted to mean any conduct, behavior, or activity that may cause injury or interfere with the rights of other students or school personnel.

When a student commits an act of gross disobedience or misconduct as defined by the School Board, the student's rights to an education may be temporarily withheld. This action may include internal suspension, external suspension, or expulsion.

Possession, use or distribution of a dangerous weapon constitutes misconduct and gross disobedience and may result in either suspension or expulsion, according to policy instituted by the school board.

Conferences for the purpose of discussing student discipline may be scheduled by the administration and may include the student, parent, teachers, and/or any other person deemed necessary by the administration. The conferences will be scheduled by the administration and may be held anytime between 8:00 a.m. and 4:00 p.m.

All disciplinary actions are determined without regard to race, religion, sex or ethnic origin of the student. Behavioral interventions to be used with students with disabilities will be established, developed, implemented and monitored by the District.

## **EXPULSION**

Any student expelled will not be eligible for alternative services during the length of the expulsion.

## **VANDALISM**

The Hillsboro School District has a policy regarding acts of vandalism of school property or the property of school employees. Acts of vandalism by students could result in the expulsion or suspension of such students from the school. Any information regarding acts of

vandalism will be forwarded to the State's Attorney for prosecution.

## **Bullying, Intimidation & (Sexual) 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 and providing all students equal access to a safe, non-hostile learning environment are important school goals. Bullying behaviors happen more than once and have the potential to happen more than once.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from military service, sex, sexual orientation, gender identity, gender related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristics is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, or school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial

disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communications) and means any severe or persuasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or processing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

### **Complaint Managers:**

Francine Luckett, Principal  
Coffeen Elementary  
Phone: 217-534-2314  
[fluckett@hillsboroschools.net](mailto:fluckett@hillsboroschools.net)

Zach Frailey, Principal  
Beckemeyer Elementary  
Phone: 217-532-6994  
[zfrailey@hillsboroschools.net](mailto:zfrailey@hillsboroschools.net)

Michelle Reeves, Assistant Principal  
Beckemeyer Elementary  
Phone: 217-532-6994  
[mreeves@hillsboroschools.net](mailto:mreeves@hillsboroschools.net)

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

### **Access to Student Social Networking Passwords & Websites**

School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

## **Discipline of Students with Disabilities**

The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

## **CAFETERIA POLICY**

### **SCHOOL LUNCH PROGRAM**

A monthly calendar listing daily meals will be sent home with your child before the beginning of each month. Each day there will be a main menu entrée and an alternate. The teacher will take a lunch count prior to the beginning of class each day. Students will not be allowed to change menu selections after they are sent to the cafeteria.

Lunch credit must be purchased before school. Lunches may be purchased on a daily basis. We request that lunch money be paid by check in the proper amount to Hillsboro Community Unit School District #3. Students who purchase credit and must be absent may use the credit upon their return.

Additional milk may be purchased when the student goes through the lunch line. Students who bring a sack lunch may buy milk by going through the lunch line.

No student will be refused a school lunch. However, the school reserves the right to determine the menu selection for students who

have not paid and are purchasing the lunch “on credit.”

## **FREE/REDUCED LUNCH PROGRAM**

Families may apply for the free or reduced lunch program. Eligibility will be determined according to criteria established by the federal government. Once application is made, the district office will notify parents and the attendance center whether or not a family is eligible for free/reduced lunch. Application must be made annually by the end of September.

## **BREAKFAST PROGRAM**

The cafeteria begins serving breakfast at 7:45 a.m. The breakfast menu will be listed on the reverse side of the lunch menu. Students who are eligible for the free/reduced lunch program are also eligible for free/reduced breakfast.

The cafeteria will stop serving breakfast at 8:10 a.m. except for those students who ride a bus. Bus students will be given an opportunity to have a school breakfast before being considered tardy for class.

## **CAFETERIA REGULATIONS**

Nutritional guidelines established by the federal government for all students participating in the school lunch program require that all students be served milk unless a health condition prohibits the consumption of milk. Orange drink will be provided to any student who presents a doctor’s statement that he/she is unable to drink milk.

Because of federal regulations regarding nutrition, soda is also prohibited at lunch in the cafeteria. Students who bring their lunches are asked to bring fruit juice, punch, or water.

## **LUNCH AT HOME**

Except at Coffeen, students living within close proximity of school will be permitted to go home for lunch. A parent/guardian should send

a note to the classroom teacher at the beginning of the school year stating that his/her child will be going home for lunch every day. **The student who goes home for lunch will need to sign out in the office** before leaving the building and sign back in when returning to school.

If a student goes home for lunch, that student is **not** to return to the playground until the lunch recess period begins for his/her class.

## **Student Biometric Information**

Before collecting biometric information from students, the school must seek the permission of the student’s parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

## **Field Trips**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

## **INTERNET ACCESS POLICY**

The Hillsboro Community School District and Beckemeyer School are pleased to offer its students supervised access to the Internet. The Internet is an electronic highway connecting computer users all over the world.

What Computers and the Information Superhighway **CAN DO**:

- They can help children learn skills using information resources and technology such as problem-solving, fact-gathering, analysis, and writing on computers – skills that employers will seek from future workers.
- They can open up new worlds of rich learning experiences to children through schools, libraries, and home.
- Children can work on a school project with other children in countries thousands of miles away or gather information from and try out their own ideas with renowned scientists, authors, or business leaders.
- They can provide children with opportunities to visit museums, cities, and wildlife preserves online.

Families should be aware that some material accessible via the Internet might contain items that are offensive to some people. In addition, it is possible to purchase certain goods and services with credit cards via the Internet, which could result in unwanted financial obligations for which a student's parent or guardian would be liable. While the District's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even with the technical methods or systems we use to regulate student's Internet access, these methods do not guarantee compliance with the District's acceptable use policy. The System Administrator will be responsible for the effective and secure management of the Internet computer. The district believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minor children are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Code of Behavior – All students are to Abide by the Following Etiquette Rule of Internet Usage:

- Students will not give out personal information such as their address, telephone number, parents' work address/telephone number, or the name and location of their school.
- The deliberate searching, accessing, processing or printing of inappropriate or obscene material is prohibited.
- Students will not print information without the approval of a teacher or other responsible adult.
- Students will be made aware of the copyright issue and the need to acknowledge sources of information.
- Students will inform the teacher when inappropriate information is inadvertently accessed;
- This school will not provide identifying data, such as full name, address or other information that describes the personal situation or location of students.
- Teachers might show student's work on the Internet using the student's first name only.
- Chat sessions are not considered education research.
- Hardware and software should not be destroyed, modified or abused in any way.

If students are deemed by the System Administrator or any of the staff to have violated any of the conditions of use, their rights will be withdrawn and disciplinary action may be taken. The District reserves the right to modify the Acceptable Use Policy any time. It is the responsibility of the user to check for policy changes. An online version will be made available to all users on the District's Home Page ([www.hillsboroschools.net](http://www.hillsboroschools.net)).

A signed receipt of the Student Handbook indicates acceptance of the District's Internet Access Policy.

## **USE OF STUDENT IMAGES ON THE INTERNET**

The Hillsboro Community School District has the right to publish photos of its students on the Internet. Students will either not be identified or identified by no more than first name and last initial only. Any request to deny the District's

right to publish student photos must be done in writing by the appropriate parent or guardian.

## **Search and Seizure**

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

## **STUDENT RECORD POLICY**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.
4. The right to a copy of any school student record proposed to be destroyed or deleted.
5. The right to prohibit the release of directory information.
6. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.

7. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.
8. 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.

## **STUDENT WITHDRAWAL**

If, during the course of the year, it becomes necessary for your family to move to another area or city, we request that the parent contact the school office so that arrangements can be made to transfer records, refund lunch or book money, etc.

Parents who move from this district are reminded that temporary records are maintained at the Unit Office, 1311 Vandalia Road, Hillsboro, for a period of five years, as outlined in Board of Education policy. After high school graduation, these records are kept for a period of not less than 60 years. Those wishing to review these records should contact the District's Superintendent's office.

## **INTERIM REPORTS**

Students who are not doing well in their schoolwork during a nine-week period will receive an interim report. This report will be sent home to parents midway through each grading period. Upon receipt of this report, we suggest that parents contact their child's teacher to see what can be done to improve the grade and/or work their child is doing.

## **PUPIL PROGRESS REPORTS**

Pupil progress reports will be prepared for every student at the end of each quarter. At the end of the first, second, and third quarters, pupil progress reports will be sent home with students. Parents are asked to return the receipt at the bottom of the progress report to indicate that it has been received. At the end of the year,



pupil progress reports will be mailed to all parents.

## **PARENT CORRESPONDENCE**

All correspondence, grade cards, notices or reports regarding a pupil are sent to the custodial parent of record in our school files. A non-custodial parent may request, in writing, such reports as listed above in the case of any child whose parents are divorced, in the absence of any court order to the contrary as mandated by the Illinois School Code.

The non-custodial parent will be required to furnish self-addressed, stamped envelopes to the office for all correspondence requested.

## **PARENTS RIGHT TO KNOW**

The NO CHILD LEFT BEHIND ACT of 2002 requires school districts to let parents know that you may ask for information about the professional qualifications of any teacher instructing your child. Information available includes the following.

- Whether or not your child's teacher has met state certification requirements.
- Whether or not your child's teacher is teaching under emergency or provisional status.
- The bachelor's degree major of your child's teacher, any other certification or degrees held by the teacher, and the subject areas of the certification or degrees.
- Whether your child is provided services by teacher aides/paraprofessionals and, if so, their qualifications.

Our School District is dedicated to meeting the educational needs of all students and is working to ensure that every child receives the best possible education. If you have any questions or need additional information, please feel free to contact the Hillsboro School District Unit Office at 217-532-2942

## **Student Biometric Information**

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if

over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

## **Standardized Testing**

Students and parents/guardians should be aware that students in grades 3, 4, and 5 will take standardized tests during the second semester. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests.

## **Homeless Child's Right to Education**

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

(1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

(2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

## **Mandated Reporters**

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

## MISCELLANEOUS INFORMATION

### **BIRTH CERTIFICATE**

According to the Illinois School Code, all newly enrolled students must furnish a Certified Birth Certificate or other reliable proof of identity and age. School personnel will make a copy of the birth certificate after verifying the county seal.

### **ENROLLMENT FORMS**

Enrollment forms are to be completed at registration each year for new and returning students. Parents will be asked to provide emergency information that tells whom to contact and how in case your child is involved in an emergency situation and you are not available. If you do not have a telephone, please list a number of a neighbor or relative who can make contact with you. The action the school takes if your child is involved in an emergency is dependent upon the information given on the data form.

If your address, phone number, emergency contact, etc. should change, please call the school office and make us aware of the changes

### **AGENDA BOOKS**

Agenda books are provided for each student at an initial fee of \$7. This amount is included in school fees paid at the time of registration. **If an agenda book is lost, it must be replaced within three (3) days with a replacement fee of \$7.**

### **AFTER HOUR PLAYGROUND USE**

Students are to leave the playground area immediately after school is dismissed unless supervised by a parent or other adult caregiver. Students should not return to the school grounds until after 4:00 p.m. Students will not have access to the building

after school hours to use the restrooms and telephones.

### **BICYCLE USE**

Students may wish to ride their bicycles to school. Students are asked to **walk** the bike once they reach the sidewalks surrounding the school and on school property. Bikes should be parked in the bike rack.

### **CLASSROOM TREATS**

Snacks may be provided by parents for classroom parties. If a parent wishes to furnish classroom treats, they are asked to check with the child's teacher in advance. We prefer that these treats be made available during the last 15 minutes of the school day.

There will be no shared food allowed in any classroom that contains nuts or nut products. Any classroom that has a student with a diagnosed nut allergy on their roster will require all snacks to be nut free regardless of whether they are shared or not.

Parents are encouraged to bring in healthy snacks. **In the interest of health and safety, all treats must be store bought and not homemade.**

### **LIBRARY/MEDIA CENTER**

The Library/Media Center is intended primarily for supplementing classroom work. The librarian/library enrichment teacher will present related instruction as well as assist teachers and students with research and curriculum projects.

All classes will have a scheduled time to use the Media Center for the purpose of checking out books and materials.

When a scheduled class is in the Media Center, individuals or small groups must work independently.

The Library/Media Center will open approximately three days after the start of school, and scheduled class visits will start as soon as a schedule is arranged. The center will close one full week before the last pupil attendance day to facilitate the collection of all books and fines before school closes.

### **Checking Out Library Materials**

- Books are checked out for one week.
- Library books may be renewed if no one is waiting for the item. The book will need to be brought to the media center for renewal.
- Students are responsible for any library materials they check out. Students are expected to pay overdue and damage fines or for the replacement of lost books.
- Students will check out materials where the library automation system is installed using a bar code number on file in the Media Center.
- Library materials must be returned on or before the due date.
- Fines will be charged for overdue materials. A prorated replacement price will be charged for lost or damaged materials.
- Back issues of magazines may be checked out for one week.

Checking out library materials is a privilege. This privilege may temporarily be suspended when materials are damaged or not returned or when a student violates library rules.

## **PERSONAL PROPERTY**

Students are discouraged from bringing personal items of sentimental or monetary value to school. Toys, CD's, collector items, etc. should be left at home. The school cannot guarantee the safety of personal property at school.

### **Lost and Found**

Parents should label all items of clothing, notebooks, hats, backpacks, lunch boxes, etc. All articles that are found should be brought to the office. Students or parents should check the "Lost and Found" box for items that have been lost. If it is identified with the student's name and room number, the item can easily be returned. Items not claimed within a reasonable

period will be discarded or placed in the Goodwill box.

## **CELL PHONES/PAGERS & OTHER ELECTRONIC DEVICES**

Cell phones, pagers, and other electronic devices (iPods, mp3 players, etc.) are not to be brought to school. If a student breaks this rule the following consequences will occur:

1. First violation will result in the student picking up their electronic device after school in the office.
2. Second offense will result in the parent picking up the electronic device after school in the office.
3. Subsequent offenses will be dealt with as defiance.

## **PHYSICAL EDUCATION/RECESS**

All students will be provided with regular physical education classes and recess during the school week. We request that each child dress properly for class as PE or recess may be held out of doors.

If a student complains of illness, they may be held out from PE or recess. If a parent wishes a child held out of PE or recess because of medical concerns, they must send a written note with the student. For periods longer than three days, a doctor's note may be required.

## **SUPERVISED STUDY**

Supervised Study is conducted during each morning or afternoon recess. Supervised Study is held in a designated classroom and is supervised by faculty or staff. The purpose is to provide a supervised study environment for children who have not completed homework, who are being punished for misconduct, or who cannot go outside for health reasons.

Parents may be contacted by telephone or letter if children are repeatedly in supervised study for reasons of incomplete homework or misconduct.

## **TELEPHONE**

The telephones in the classrooms and the school office are for business or emergency use and are to be used only with the permission of a teacher, secretary or principal.

## **VIDEOTAPE & PHOTOGRAPHS**

Photographs taken by the school may be published in newspapers, yearbooks, and/or brochures. Videotapes may be shown on local access television.

## **ASBESTOS NOTIFICATION**

In accordance with the Asbestos Hazard Emergency Response Act (AHERA) and Illinois Department of Public Health (IDPH) regulations, this notification is to inform the public that an asbestos management plan has been developed for Hillsboro Community School District No. 3. This management plan contains current information regarding inspections, response actions, and post-response actions concerning asbestos containing material within school district buildings. This plan also contains information in regards to the location of asbestos materials within school district buildings. The district's management plan is available during normal working hours for review at the District's Administrative Office located at 1311 Vandalia Road in Hillsboro, Illinois.



## **STUDENT AGENDA AND HAND BOOKS**

These agenda books are provided for each student at an initial fee of \$7 per student. This fee is included in the school fees that are collected at the beginning of the school year. **If an agenda book is lost, it must be replaced within three (3) days with a replacement fee of \$7.**

The parent/student handbook at the beginning of this agenda book is provided to students and their parent(s)/guardian(s) to acquaint them with the rules, regulations, procedures, and other relevant information necessary for the orderly functioning of the school.

**Please sign the disclaimer below and return it to the school office.**

I have read and understand the information in the student handbook included at the front of this agenda book. I have read and reviewed this information with my child and he/she understands his rights and responsibilities.

Date \_\_\_\_\_

Student Name \_\_\_\_\_  
(Please print)

Parent/Guardian Signature \_\_\_\_\_