

## **PINCKNEYVILLE SCHOOL DISTRICT NO. 50**

Pinckneyville Elementary School  
Grade K-4  
301 W. Mulberry Street  
Pinckneyville, IL 62274

Welcome:

On behalf of the Board of Education and staff, may we extend to you a most cordial welcome to Pinckneyville Community Schools. We look forward to working with you in our mutual commitment to provide the children of the community the best educational program possible and encourage your participation in the numerous school activities that occur throughout the school year.

Timothy O'Leary  
District Superintendent

The staff at Pinckneyville Elementary School would like to welcome you and your child to an exciting new school year. It is our goal to provide an environment that allows the best opportunity for your child's well being and academic success. The handbook serves as a way to inform students, parents/caregivers, and school personnel of the rules, procedures, and schedules of Pinckneyville Elementary School. I would encourage you to read over this handbook and discuss the contents with your child. The school's website, [www.jrpanther.com](http://www.jrpanther.com) is another great resource that can keep you updated on current information throughout the school year. I am looking forward to a wonderful school year!

Scott Wagner  
Elementary Principal

### **SCHOOL VISION - MISSION - PHILOSOPHY**

The Pinckneyville Elementary School is dedicated to providing academic excellence by fostering an environment that motivates students, parents, teachers and administration in order to promote student's personal growth and achievement. The educational program will be achieved through quality educational experiences, professional development opportunities and parental support. Pinckneyville Elementary School strives to provide a caring environment that enables students to develop into lifelong learners and responsible citizens.

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SCHOOL BOARD, ADMINISTRATION, FACULTY AND STAFF

BOARD OF EDUCATION

Marilyn Millikin, *President*  
Austin Marlow, *Vice President*  
Scott Carney  
Keith Hagene  
Craig Lazenby

Kyle Pursell  
Greg Conway  
Hallack Reese, *Treasurer*  
Tyson Tanner, *School Attorney*  
Scott Wagner, *Secretary*

ELEMENTARY OFFICE - PHONE: (618) 357-5161 FAX: (618) 357-9431

Scott Wagner .....Principal  
Barbie Templeton ..... Secretary  
Judi Hastings ..... Health Services

DISTRICT OFFICE - PHONE: (618) 357-9096

Tim O’Leary ..... Superintendent  
Rachel Kellerman ..... Secretary  
Staci Louis ..... Bookkeeper

PINCKNEYVILLE ELEMENTARY STAFF

Jacky Blum ..... K	
Lisa Cook..... K	Ellen Howell .....Special Education
Cathy Wittmer ..... K	Elaine James .....Special Education
Londa Campbell ..... 1	Heidi Karsten ..... Art
Kathy Decker ..... 1	Dawn McClay .....Music
Becki Cowley .....2	Lori Waggoner ..... Speech
Michelle Gremmels .....2	Mallory Owens ..... Social Worker
Jennifer Harsy .....3	
Brittany McConachie.....3	
Melissa Rheinecker.....4	
Jill Tegethoff .....4	

HEALTH SERVICE

Judi Hastings, Health Services

AIDES

Patty Epplin  
Becky Harris  
Rita McIntyre

CUSTODIANS

Larry Louis  
Jim Stevenson

COOKS

Carla Chapman  
Joyce Halsted

## PINCKNEYVILLE ELEMENTARY SCHOOL CALENDAR 2016-2017

Thursday, August 11 .....	Teacher Institute Day - No School
Thursday, August 11 .....	Open House from 4:00 – 5:00 P.M.
Friday, August 12.....	Teacher Institute Day - No School
Monday, August 15.....	First Day of School – Full Day
Monday, September 5 .....	Labor Day - No School
Friday, September 16.....	School Improvement Day - 12:30 Dismissal
Friday, October 7 .....	Teacher Institute Day - No School
Monday, October 10 .....	Columbus Day - No School
Wednesday, November 2 .....	Parent/Teacher Conference – 3:30 – 7:00 P.M.
Thursday, November 3.....	Parent/Teacher Conference – 3:30 – 7:00 P.M.
Friday, November 11 .....	Veterans Day (Observed) - No School
Friday, November 18 .....	School Improvement Day - 12:30 Dismissal
Tuesday, November 22 .....	2:00 Dismissal
Wednesday, November 23 .....	Thanksgiving Holiday - No School
Thursday, November 24.....	Thanksgiving Holiday - No School
Friday, November 25 .....	Thanksgiving Holiday - No School
Friday, December 23.....	School Improvement Day - 12:30 Dismissal
Tuesday, January 3.....	Teacher Institute Day - No School
Wednesday, January 4 .....	Christmas Break Concludes - School Resumes
Friday, January 13.....	School Improvement Day - 12:30 Dismissal
Monday, January 16.....	Martin Luther King's Birthday - No School
Friday, February 17.....	School Improvement Day - 12:30 Dismissal
Monday, February 20.....	President's Day - No School
Wednesday, April 12 .....	2:00 Dismissal
Thursday, April 13.....	Easter Break - No School
Friday, April 14.....	Easter Break - No School
Monday, April 17 .....	Easter Break - No School
Friday, April 28.....	School Improvement Day - 12:30 Dismissal
Thursday, May 25 .....	Last Day of Student Attendance - 12:30 Dismissal
Monday, May 29.....	Memorial Day (Observed) - No School

Grading Periods	Quarter Ends	Report Cards Sent Home
First Quarter	October 14, 2016	October 21, 2016
Second Quarter	December 23, 2016	January 6, 2017
Third Quarter	March 10, 2017	March 17, 2017
Fourth Quarter	*May 25, 2017	*May 25, 2017

*\*Ten snow days have been built into the school calendar. School will dismiss earlier depending on the number of snow days used. If no snow days are used, school will dismiss on May 11, 2017.*

### **Pinckneyville Elementary Daily Schedule**

7:40 AM.....	School Opens/Breakfast Begins
8:10 A.M.....	Students Report to Classrooms
11:30 AM.....	Lunch
12:00 PM.....	Lunch
12:30 PM.....	Lunch
2:50 PM.....	Bus Students Dismissed
2:55 PM.....	Car-Line Students Dismissed
3:00 PM.....	Walking Students Dismissed

**Students should not arrive at school before 7:35 A.M. and should leave at dismissal time unless under the direct supervision of a staff member. Prior to 8:10 A.M., parent/guardians must drop students off at the front of the school in order for students to report to the gymnasium or the playground. Parents/guardians must refrain from walking child(ren) to classrooms in the mornings before school. Upon entering the school, all parents/guardians must report to the office (see Visitors section on following page). At the end of the school day, parents/guardians are requested to please pick up children at the designated time for dismissal and to wait outside for car-line children to be dismissed rather than going into the school.**

**VISITORS**

In order to maintain a safe school environment and minimize disruptions during the course of the school day, Pinckneyville District No. 50 requires all visitors to use the door entry system by pushing the gray button located on the right side of the front doors. After entering the building you must check in at the front office. Visitors should use the main entrance by the gymnasium from Mulberry St.

**LEAVING SCHOOL GROUNDS**

Students are not to leave the school grounds at any time during the school day without special permission from the principal or the superintendent. If a student is to leave the school during the day, a note dated and signed by the parent or legal guardian must be presented to the principal or superintendent for prior approval. The note must also state who will be picking up the student. Subsequently, it is necessary for the person picking up the student to come in the office and fill out the sign-out sheet before leaving the school grounds. This requirement maintains the safety and protection of students.

Elementary students are required to stay at school for lunch unless they live close to school and have a parent/guardian at home to prepare lunch. If the parent wants the student to go home for lunch, a written note must be submitted in advance to the principal or superintendent for approval.

**STUDENT FEE WAIVER**

If, due to financial hardship you are unable to pay school fees, you must fill out an application for waiver of school fees at the school office. *The following eligibility criteria will be used:*

- A. Recipient of Public Assistance
- B. Eligible for free or reduced lunches
- C. Other extenuating circumstances

*For complete policy and procedures, you may contact the school office at 357-5161.*

**STUDENT BOOK RENTAL FEES**

Grades K-4                      \$35.00

**STUDENT LUNCH AND BREAKFAST FEES**

Lunch (K- 4<sup>th</sup> Grade)              \$1.75

Extra Milk                              \$ .25

Breakfast                                \$ .60

\*Pinckneyville District #50 has a school policy that does not allow a student to accumulate charges over \$10.00 for lunches and \$5.00 for breakfasts.

**CAFETERIA RULES**

In order to prevent spills on the bus and in the cafeteria students will not be allowed to bring sodas into the cafeteria. This includes fast food meals. Due to the increased number of peanut allergies we are asking parents to refrain from sending peanut butter in their child(ren)'s lunch boxes. Student lunch boxes should not be delivered during the school day they should come to school with students to prevent disruptions to the classroom learning environment.

***\*For your convenience there is a breakfast and lunch chart on page 20.***

**OPTIONAL STUDENT SCHOOL INSURANCE**

An optional school insurance program is available to all students.

Plan I (24 Hour Coverage with Dental Benefits)	\$60.00
Plan II (School Time Coverage Only)	No Charge

### STUDENT ENROLLMENT REQUIREMENTS

1. Children reaching the age of five (5) on or before September 1 of the year during which the regular school term begins shall be eligible for kindergarten.
2. First grade students may enter school providing they attain the age of six (6) on or before September 1 of the year during which the regular school term begins.
3. Students entering school for the first time must present the required certified birth certificate.
4. Elementary school age children (K-8) residing in the school district, who are living with parents or legal guardians, shall be eligible for admission. Non-resident students who wish to attend the Pinckneyville Schools shall be assessed a tuition charge.
5. Physical examinations of all pupils entering kindergarten or first grade and fifth grade are required by law. The State also requires that all students fulfill immunization requirements at the time of school entrance. Students transferring from other school districts shall present an up-to-date health record at the time of enrollment.

### STUDENT ATTENDANCE & PUNCTUALITY

An *excused* absence is an absence which the school has reviewed and has determined does meet the following legal requirements for an excused absence:

- *Student illness*
- *Death in the immediate family*
- *Family emergency*
- *Observation of a religious holiday*
- *Circumstances causing reasonable concern to the parent for the student's health or safety*
- *Other situations beyond the control of the student, as determined by the principal*

An *unexcused* absence is an absence which the school has reviewed and has determined *not to meet* the legal requirements for an excused absence. This is considered to be an *unexcused absence* .

The law requires that your children be in attendance at school whenever your child's school is open for instruction. The only approved vacation periods for Pinckneyville District 50 students occur during the late December-early January *winter vacation* , Easter vacation (March or April) and summer vacation period. Students receive a copy of the school calendar at the beginning of the school year. The school calendar is available on the jrpanther.com web page.

Student attendance and punctuality is of paramount importance to the educational success of children. Consequently, students shall attend school on a regular basis during the school year unless otherwise determined exempt under the provisions of Article 26 of the School Code of Illinois. All cases involving irregular attendance and/or truancy shall be reported to the truant officer. Furthermore, cases involving excessive tardiness will also be reported to the truancy officer. Parents/guardians are strongly encouraged to schedule family trips, vacations, and other activities around the school calendar. In addition parents/guardians are strongly encouraged to ensure their child arrives to school prior to 8:10 AM.

Students may be excluded from school when afflicted with any contagious, infectious, or transmittable disease. School officials shall be governed by the decision of a physician or the Board of Health in such cases. In such cases it may be necessary to provide written documentation, from a physician or Board of Health, of the illness or disease.

In the event your child must be absent from school, please notify the school, (618) 357-5161, between 7:45 AM and 10:00 AM on the morning of the absence. A written note, signed by the parent/guardian, will be accepted upon the return of the student if no phone is available in the home. **Failure to notify the school may result in student absences being deemed 'unexcused' and subsequent notification of the truancy officer.**

**Pinckneyville Elementary has noticed an increasing problem of parents taking students out of school to accompany a sibling on school sponsored field trip. School sponsored field trips are for the students in that class only.**

When notifying the school regarding your child's absence, please inform the school if you desire to pick up your child's schoolwork for that day. Schoolwork can be ready to pick up in the office from 3:00-3:30 PM each day. Homework will not be sent home with other students. Calls made to request schoolwork after 12:00 PM may not be honored.

When an absence is anticipated there will be no homework given in advance, a student will have one day for every day absent to make up work following an absence. However, if a student is absent from class on the day of an announced test, quiz, assignment, or project, then he/she shall make up that test or turn in the assignment that was due on the same day that he/she returns to school.

### VISION & HEARING SCREENING

Vision screening will be done, as mandated by the Illinois School Code, for all Kindergarten, First Grade, Second Grade, Special Education, teacher referral, and transfer students during the school year. As time permits, others grades will also be given vision screening. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child(ren) is not required to undergo this screening IF an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous twelve (12) months and that evaluation is on file at the school.

Furthermore, hearing screening will also be done, as mandated by the Illinois School Code, for all Kindergarten, Second Grade, Third Grade, Special Education, teacher referral, and transfer students during the school year. As time permits, other grades will also be given hearing screening.

### MEDICATION FOR STUDENTS

Every effort should be made to administer medication at home before and/or after school hours. However, in the event a student requires prescribed and/or over-the-counter medication during school hours the parents/guardians should contact the school health aide. Any student who is required during school hours must comply with the following school regulations:

1. Written orders from a physician detailing the child's name, name of medication, and dosage to be given.
2. Written request and permission from the parent/guardian of the student requesting the school district administer the medication prescribed by the physician.

*Forms for the above are available at school.*

### HEAD LICE POLICY

In regard to the issue of head lice, Pinckneyville District No. 50 adopts the following procedure to be carried out by the administration and health service staff:

1. Students who have evidence of head lice will be excluded from school until they have been properly treated and all nits (eggs) have been removed from the hair strands.
2. Students sent home for treatment should be brought back to school (by appointment only) to be re-checked before they are allowed to attend school. If nits (eggs) or live lice are found, the student will be sent home for further treatment.

### STUDENTS WITH DISABILITIES

Pinckneyville District No. 50 offers programs in compliance with the *Individuals with Disabilities Act* and *Section 504 of the Rehabilitation Act of 1973* and in accordance with the Illinois School Code.

### MISCONDUCT BY STUDENTS WITH A DISABILITIES

#### BEHAVIORAL INTERVENTIONS

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The District will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. The committee shall review the State Board of Education's guidelines on the use of behavioral interventions and use them as a non-binding reference. This policy and the behavioral intervention procedures shall be furnished to the parents(s)/guardian(s) of all students with individual education plans within 15 days after their adoption or amendment by, or presentation to, the Board or at the time an individual education plan is first implemented for a student; all students shall be informed annually of the existence of this policy and the procedures. At the annual individualized education plan review, a copy of this policy shall be given to parent(s)/guardian(s). The policy and procedures shall be explained. A copy of the procedures shall be available, upon request of the parent(s)/guardian(s).

#### DISCIPLINE OF SPECIAL EDUCATION STUDENTS

The District shall comply with provisions of the individuals with Disabilities Education Act (IDEA) when disciplining students. No special education student shall be expelled if the student's particular act of gross disobedience/misconduct is a manifestation of his or her disability. Any special education student whose gross disobedience/misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures, except that such disabled student shall continue to receive education services as provided in the IDEA during such period of expulsion. A special education student may be suspended for an aggregate of 10 days of school per school year, regardless of whether the student's gross disobedience/misconduct is a manifestation of his or her disabling condition.

A special education student who has or will exceed 10 days of suspension may be temporarily excluded from school by court order or by order of a duly appointed state of Illinois hearing officer if the District demonstrates that maintaining the student in his or her current placement is substantially likely to result in injury to the student or others.

A special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from his or her current placement. Such student shall be placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with the IDEA.

#### **APPROPRIATE DRESS**

Students at Pinckneyville Elementary School are expected to have pride in their appearance while being respectful of the rights of others. Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of the teaching/learning climate, or compromise reasonable standards of health, safety and decency. In the event a student dresses inappropriately, the school may engage in any or all of the following: notify parents/guardians in order to acquire different clothes, instruct the student to wear their clothing in a manner to eliminate the created disruption, or issue clothing provided by the school.

#### **ITEMS PROHIBITED AT SCHOOL**

Students should not bring personal items to school that may inhibit school safety or serve as a distraction to the school teaching/learning environment. Furthermore, these items may become lost or broken if brought to school. These personal items may include, but are not limited to the following: ***cellular/mobile communication devices, electronic games, toys, balls, radios, bats, trading cards, dolls, make-up, etc.*** Additionally, no live animals will be allowed in the school building at any time unless permission has been granted by the building administration. In such permissible cases, all live animals will be required to be safely contained in a transportable container while in the school building. Pinckneyville District No. 50 reserves the right to confiscate and withhold such items and/or animals deemed as unsafe and/or disruptive to the teaching/learning environment.

#### **GRADING - PROMOTION & RETENTION**

The administration and professional staff shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on Illinois Standards Achievement Test, the Iowa Test of Basic Skills, or other testing. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Parents/guardians will be notified of possible retention consideration as early as possible in the school year. Parents/guardians will have the opportunity to meet with school staff members to discuss any concerns. Pinckneyville District No. 50 shall make the final decision regarding retention.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom.

#### **GRADING SYSTEM**

##### **Percent**

90 - 100  
80 - 89  
70 - 79  
60 - 69  
59 & below

##### **Letter Grade**

**A - Excellent:** Represents work of a very high quality.  
**B - Good:** Represents work of above average quality.  
**C - Average:** Represents work of average quality.  
**D - Low:** Represents work of below average quality.  
**E - Failing:** Represents failing work.

#### **BEHAVIOR SYSTEM**

**S - Satisfactory.**  
**N - Needs Improvement.**  
**U - Unsatisfactory.**



## REPORT CARDS AND PARENT CONFERENCES

The school term will be divided into four 9-week grading periods. At that time report cards will be sent home at the end of each 9-week period. Students will get their report cards one week after the end of each 9-week period. The last report card will be issued on the last day of school.

Parents are encouraged to attend these conferences and to communicate on a regular basis with the classroom teacher. Parents may request a conference with a teacher at any time during the school year by contacting the school. Any parent visiting the school should check in at the school office to receive a visitor's pass prior to visiting the classroom for a scheduled appointment.

## STUDENT RECORDS

A complete cumulative record is maintained on each student enrolled in the Pinckneyville Schools. The folder contains the student's grades, attendance records, standardized test scores, and any information the school may need pertaining to any special health conditions of the student.

Parents may review these records by making an appointment with the principal or superintendent of the school to set a time when the records can be reviewed and interpreted.

If a student should move from Pinckneyville to another area, the parent must give written permission before the student's records can be forwarded to another school. Parents bringing students into Pinckneyville District No. 50 must also request, in writing, to have the previous school forward records to Pinckneyville District No. 50.

## PBIS

The purpose of implementing Positive Behavior Supports and Interventions (PBIS) at Pinckneyville Elementary School is to promote confidence in all students, create a more positive and caring environment for all stakeholders, and to motivate students to make good choices. In doing this, consistency will be created among the faculty and staff, family partnerships will be strengthened, and expectations for behaviors will be known. The PBIS team will be in charge of the following activities:

**Monthly Super Sheriffs Winners** – Every month a winner will be selected from a monthly drawing in each homeroom. The winners will be treated to a snack along with a small reward.

**Periodic Celebrations** – Will be held throughout the year when School Goals are met by the entire student population.

## Discovery Education

Pinckneyville Elementary School District 50 has selected *Discovery Education Assessment* to replace *AIMSWEB* as a solution for identifying and tracking the progress of struggling students for 2015-16 school year. Discovery Education Assessment offers a variety of interim, formative, and diagnostic assessments to meet the needs of the students.

## ASBESTOS MANAGEMENT PLAN

Pinckneyville District No. 50 conducted a complete inspection of its facilities in 2011, utilizing the services of Mead Environmental Associates. The results of this inspection have been included in a management plan. This management plan is available in the administrative offices of this District during normal business hours, without cost or restriction, for inspection by representatives of the EPA and the State, the public including teachers, other school personnel and their representatives, and parents. The district may charge a reasonable cost to make copies of management plans. Periodic surveillance is required every six (6) months. A re-inspection of our facilities is required every three (3) years and was conducted in the spring of 2007. Any fiber release episodes and any activities involving the disturbance of the ACM are also recorded in the management plan.

You, as a parent, are encouraged to examine the management plan that affects your child. The purpose of the Federal and State regulations is to protect the health and well being of all persons entering the buildings of the District for any reason. This District takes very seriously the recommendations made in the management plan.

#### **HERBICIDE/PESTICIDE NOTIFICATION**

Pinckneyville District No. 50 has established a voluntary registration in the event the spraying of pesticides and/or herbicides is necessary. By voluntarily placing your name on this list you are asking to be notified two days before an airborne pesticide and/or herbicide application. In the event of an extreme emergency requiring the immediate use of pesticides and/or herbicides, we will notify you as soon as possible. Please contact the district office (357-5161) if you wish to be added to the registry.

#### **SELLING AND/OR SOLICITING**

Students shall not bring to or upon school property items for sale or solicit orders without written permission from the principal.

#### **TRANSPORTATION**

Students who live one and one-half (1.5) miles or more from school are eligible to ride the bus. The boundaries established by the School Board for the elementary school are as follows:

1. 0.9 miles north of the Missouri Pacific Railroad tracks north of town
2. South of the Illinois Central Railroad tracks that crosses underpass Highway 127 south of town
3. West of Beaucoup Church and West of Perry County Stave Mill
4. South of Sunset Drive

Every effort will be made to provide bus service as convenient as possible for students. However, it must be remembered that bus routes are determined with the safety and welfare of the students in mind. Hazardous conditions that exist may require adjustments in the route, especially during the winter months.

#### **SHUTTLE RUN**

In addition to the regular bus routes, the school district shall bus students living within 1.5 miles from school in identified safety hazard areas approved by the State. Only those students (K-4) residing in these areas will be permitted to ride the shuttle bus.

Grade school students eligible for in-town bus service on the shuttle bus are those students who reside North of Highway 154, East of Highway 127, and Southwest of the Illinois Central Railroad tracks.

Grade school students living in Imperial Heights, Diamondtown, Diamond Terrace and Sunset Drive are also eligible for bus service under this hazard area condition.

*See **Route Map of Shuttle Run** on page 16.*

#### **BUS REGULATIONS**

Bus regulations shall include, but are not limited to the following:

1. All students riding a school bus are under the control of the bus driver. He/she has the authority to enforce regulations and student conduct.
2. Only eligible bus riders shall ride a school bus.
3. Students shall ride the designated bus assigned. \*Students shall not change buses except for day care services with prior written request from the parent/guardian.
4. Students shall be picked up and dropped off at the designated bus stops only.
5. Students should wait for the bus to come to a complete stop before approaching the bus to load.
6. Students shall remain seated on the school bus.
7. Students should not lower or raise windows and should keep hands and arms inside the bus at all times.
8. Food and drinks are prohibited on the bus.
9. Profanity is prohibited on the bus.
10. Any and all tobacco use is prohibited on the bus.
11. Animals or pets are prohibited on the bus.

12. Help look after the safety and comfort of smaller children.
13. Do not destroy school property.
14. Remain in the bus in the event of a road emergency until the driver gives instructions.
15. Students who persist in misconduct or violations of the above rules will be subject to suspension from riding the bus.

\*See **TRANSPORTATION CHANGE NOTIFICATION PROCEDURES**

**TRANSPORTATION CHANGE NOTIFICATION PROCEDURES**

All students are expected to leave school at the end of each day by their designated means of transportation. Consequently, **the following policy will be strictly enforced.**

If a transportation change is necessary, parents/guardians must inform the school, *in writing, fax, or email*(*the transportation change link is on the District 50 website*). The change must be made by 2:00 P.M. of the day the change is needed.

By consistently following this school policy, parents/guardians and our school work collaboratively to increase the level of safety and security of our school children. Additionally, students who are not sure how they are going home tend to experience more anxiety throughout the school day, negatively affecting their academic work.

In order to assist you in providing written notification of any transportation changes, a sample written request format is included on the second to last page of this handbook. This format contains the necessary components for such written requests. Parents/guardians may also write notes to their child's teacher indicating transportation changes, ensuring the necessary components of the aforementioned format are included.

**SCHOOL CLOSING**

In the event that it becomes necessary to close school due to severe weather conditions or an emergency, such a decision will be announced over WCIL (101.5), WDQN (1580), WHCO (1230), Z100 (100), WXAN (103.9), WSIL Channel 3 and KFVS Channel 12.

Pinckneyville Elementary will use *School Reach* in the event that it becomes necessary for an early dismissal or to close school due to severe weather conditions or an emergency, parents will receive a call from *School Reach*. It is no longer necessary to contact the school.

**EMERGENCY SNOW ROUTES**

Emergency Snow Routes have been developed to enable the District to remain in session on days when the highways are clear, but the secondary roads remain hazardous for normal bus transportation of students. If bus routes are changed due to weather conditions an announcement stating that, "School will be in session, busses will be running on Snow Routes", will be announced on the following radio and television stations: WCIL (101.5), WDQN (1580), WHCO (1230), Z100 (100), WXAN (103.9), WSIL Channel 3 and KFVS Channel 12. Following is a list of the snow routes for all busses ridden by District #50 students.

*This information can also be downloaded online from the district website: [www.jrpanther.com](http://www.jrpanther.com)*

**Hot Pink – ( Martha) Pickup/Drop Locations**

Normal route with the exception the bus will not run down Waxwing, Wood Duck, South & North Lake Roads. Roads. Students will be picked up at the highway at approximately 7:10 A.M. Students will be dropped off at 3:20 P.M.

**Purple - (Connie) Pickup/Drop Locations**

The bus will park at the Swanwick yards located at Tigerlilly Road and Route 13. Parents may drop students off between 7:10 A.M. to 7:20 A.M. Students will be dropped off at 3:35 P.M. The bus will make regular highway pickups.

In Addition the following stops will be made:

New Church /Route 13	7:25	3:25
Zinnia/Route 13	7:30	3:20
Mueller Hill/Route 13	7:35	3:15

**Orange – ( Betty) Pickup/Drop Locations**

Normal route with the exception the bus will not run Presswood Hills. The Presswood Hills students will be picked up at the Beaucoup Baptist Church parking lot at 7:10 A.M. and dropped off at 3:30 P.M.

<b>Red-(Marla) Pickup/Drop Locations</b>	<b>Pick Up</b>	<b>Drop Off</b>
Antique Mall/Route 127	7:10 A.M.	3:25 P.M.
Suchomski Store/Route 127	7:20 A.M.	3:30 P.M.
Carnation/Route 127	7:25 A.M.	3:20 P.M.
Finch Road/Route 127	7:26 A.M.	3:15 P.M.

<b>Green (Teddi) - Pickup-Drop Locations</b>	<b>Pick Up</b>	<b>Drop Off</b>
Pyatt Blacktop/Route 13	7:10 A.M.	3:20 P.M.
Cudgetown Road/Route 13	7:20 A.M.	3:16 P.M.
Normal Route 13 Pickups		
North Sunset/Fairground Road	7:30 A.M.	3:10 P.M.
South Sunset/Fairground Road	7:30 A.M.	3:10 P.M.
Charlotte Hills/Fairground Road	7:32 A.M.	3:12 P.M.
Cottontail/Fairground Road	7:33 A.M.	3:14 P.M.

<b>Blue -( Tori) Pickup/Drop Locations</b>	<b>Pick up</b>	<b>Drop Off</b>
The bus will park at the Cutler T Lot (Route 150/154) at 7:15 A.M. to 7:25 A.M. Students will be dropped off at 3:35 P.M.		
Route 154/Crocus Road	7:30	3:40
Beaucoup Baptist Parking Lot	7:38	3:45
Gunther's Trailer Court	7:40	3:50

<b>High School #9- Pickup Locations</b>	<b>Pick up</b>	<b>Drop Off</b>
State Route 13/127/Matthew Road	7:15 A.M.	3:20 P.M.
State Route 13/127/Pyatt/Cutler Road	7:25 A.M.	3:25 P.M.
All pickups on State Route 13/127 will be made.		

<b>High School #8 - Pickup Locations</b>	<b>Pick up</b>	<b>Drop Off</b>
State Route 13/Town of Swanwick	7:00 A.M.	3:25 P.M.
State Route 13/Larkspur Road	7:15 A.M.	3:20 P.M.
State Route 13/Fleur-de-lis Road	7:20 A.M.	3:15 P.M.
All pickups on State Route 13 will be made.		

<b>High School #3 - Pickup Locations</b>	<b>Pick up</b>	<b>Drop Off</b>
State Route 154/County Line Road	7:20 A.M.	3:30 P.M.
State Route 154/Baby's Breathe Road	7:22 A.M.	3:28 P.M.
State Route 154/Cutler T. Rock Pile (North Exit)	7:24 A.M.	3:26 P.M.
State Route 154/Lost Prairie Road	7:26 A.M.	3:24 P.M.
State Route 154/Rose of Sharon Road	7:30 A.M.	3:22 P.M.
All pickups on State Route 154 will be made.		

<b>High School #1 - Pickup Locations</b>	<b>Pick up</b>	<b>Drop Off</b>
White Walnut Road/State Route 154	6:50 A.M.	3:10 P.M.
State Route 127/Bethal Church Road	7:15 A.M.	3:30 P.M.
State Route 127/Todds Mill	7:20 A.M.	3:25 P.M.
State Route 127/Oak Grove Baptist Church	7:30 A.M.	3:15 P.M.
All pickups on Route 127 will be made		

## COMPUTER AND INTERNET POLICY

Internet access is now available to students and teachers in the Pinckneyville District No. 50 schools. We are very pleased to bring this access to the Pinckneyville School District No. 50 and believe the Internet offers vast, diverse, and unique resources to both students and staff. Our goal in providing this service to teachers and students is to promote educational excellence in district schools by facilitating resource sharing, innovation, and communication. Our current Vision Statement states, it is imperative that Pinckneyville District No. 50 develops a technology program which will aide students to succeed in a culturally and a technologically complex society and provide students with a competitive advantage for college and future careers. The program will be enhanced by the development of working business partnerships to provide direction, purpose and thereby maintaining this program's competitive advantage. All learners (students, staff and community) will have equal access to the technology facilities to promote confidence, motivation and enthusiasm for lifelong learning opportunities

The Internet is an electronic highway connecting thousands of computers worldwide and millions of individual users. Students and staff have access to:

1. Limited electronic mail communications with people all over the world.
2. Information and news from government sources, research institutions, and other sources.
3. Public domain software and shareware of all types.
4. Selected discussion groups on a wide range of topics.
5. Many public and private libraries, the Library of Congress, and the Educational Resources Information Clearinghouses (ERIC)

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of a school setting. On a global network it is impossible to control all materials, and an industrious user may discover controversial information. We (Pinckneyville School District No. 50) firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the Learning Outcomes of the District.

Life is a series of choices and consequences. Pinckneyville School District No. 50 has chosen to make Internet resources available to students, and the consequence is that they will have access to far more information than if they had to rely on their school's library. If a student chooses to use these resources for finding information that will be of assistance in learning, the consequences will be continued access to the Internet. If a Pinckneyville School District No. 50 student chooses to access resources that are objectionable, adult-oriented, or restricted, the consequence will be suspension or termination of access privileges. The signature at the end of this handbook indicates each party who signed and has read the terms and conditions and understands their significance.

## COMPUTER AND INTERNET TERMS AND CONDITIONS

### ACCEPTABLE USE

The original purpose of the Internet was, and largely still is, to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. The use of school computers must support education and research that is consistent with the Learning Outcomes of Pinckneyville District No. 50. Use of another organization's network or violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

### NETWORK ETIQUETTE

Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited) the following:

- a. Be polite. Do not get abusive in your messages to others.
- b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- c. Do not reveal personal addresses, phone numbers, or passwords of students, teachers, administrators, or other staff of Pinckneyville School District No. 50, including yourself.
- d. Note the electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in such a way that would disrupt the use of the network by other users.
- f. All communications and information accessible via the network should be assumed to be private property (i.e., copyrighted).
- g. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited on the network. Therefore, any messages should not contain profanity, obscene comments, sexually explicit material, and expressions of bigotry or hate.
- h. Student subscriptions to electronic mailing lists are not allowed on Pinckneyville School District No. 50 accounts.
- i. From time to time, Pinckneyville School District No. 50 system administrators will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

### ACCURACY OF INFORMATION

Use of any information obtained via the Internet is at your own risk. Pinckneyville School District No. 50 specifically denies any responsibility for the accuracy or quality of information obtained through District accounts. Information (including text, graphics, video, etc.) from Internet sources used in students' papers and reports should be cited the same as references to printed materials.

### SECURITY

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a teacher or principal. Do not demonstrate the problem to the other users. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network. Attempts to gain unauthorized access to system programs or computer equipment will result in cancellation of user privileges.

Downloading of information on to the hard drives of Pinckneyville District No. 50 computers is prohibited; all downloads must be to a floppy disk. Any use identified as a security risk or having a history of problems with other computer systems may be denied access to District computers.

Vandalism - Vandalism will result in cancellation of privileges as well as other sanctions cited in this handbook. Vandalism is defined as any malicious attempt to harm, modify, or destroy computer hardware, data of another user, Internet, or any of the other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

### INAPPROPRIATE USE

Pinckneyville District No. 50 teachers and administrators will deem what is inappropriate use, and their decision is subject only to confirmation by the Pinckneyville District No. 50 Board of Education. The administration, faculty, and staff of Pinckneyville District No. 50 may request the suspension or termination of computer use of any user who violates these acceptable use practices.

## **JURISDICTIONAL STATEMENT**

All handbook and school rules apply during each school day and during all school-sponsored activities and events occurring on and/or off campus.

**SHUTTLE RUN ROUTE MAP**

*Elementary students (K-4) residing within the shaded areas on the map below are eligible for bus service.*

## **VIDEOTAPING STUDENTS FOR EDUCATIONAL PURPOSES**

Occasionally, it may be necessary to use videotaping within a classroom to enhance instructional effectiveness. In most cases, only staff members from Pinckneyville District No. 50 or Tri-County Special Education Cooperative view classroom videotaping. In the event it becomes necessary to utilize videotaping within the classroom, parents/guardians will be notified prior to videotaping in order to obtain consent. Again, any videotaping will be used for improvement of instruction.

## **EXHIBIT USING A PHOTOGRAPH OR VIDEOTAPE OF A STUDENT**

### **PICTURES OF UNNAMED STUDENTS**

Students may occasionally appear in photographs and videotapes 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, but not limited to, the school yearbook 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 STUDENTS**

While the school limits access to school buildings to 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 member will not, however, identify a student for an outside photographer.

### **PICTURES OF NAMED STUDENTS**

Occasionally, school officials want to acknowledge students who participate in a school activity or deserve special recognition. Consequently, the school may wish to identify a student in a school picture. However, if parents/guardians DO NOT want their child(ren) identified in a school photograph or other form of print or electronic media, the school must be notified by the parent/guardian in writing that their child(ren) should not be identified.

## **FOOD ALLERGY PREVENTION**

In accordance with the recommendations made by the Illinois Department of Public Health, all refreshments/food products brought to school must be prepackaged or purchased from a licensed food facility. All food items should be brought to the Health Office to be checked. This applies to all school and/or classroom parties. In order to maintain a safe school environment parents will not be allowed to attend classroom parties.

## **DELIVERY/RECEIPT OF STUDENT GIFTS DURING SCHOOL HOURS**

In order to maintain a non-disruptive learning environment, all gift items, including but not limited to, wrapped presents, flowers, stuffed animals, etc. are prohibited from being sent and/or delivered to students at school during school hours.

## **SURVEILLANCE VIDEO CAMERAS**

In order to enhance school safety and security, Pinckneyville Elementary School utilizes surveillance video cameras with recording capabilities throughout the hallways, playgrounds, parking lots, and gymnasium of the school.



**TRANSPORTATION CHANGE NOTIFICATION**

Pinckneyville Elementary FAX # 357- 9431

Date of Transportation Change: \_\_\_\_\_  
(must be submitted by 2:00 P.M. of the same day or before)

Student's Name: \_\_\_\_\_

*In the area below, please indicate the necessary change in transportation.*

*This form may be photocopied for repeated use.*

# Title I Parent-School Compact

## Pinckneyville School District #50 will:

- 1) Provide high quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the State's student academic achievement standards.
  - Integrate technology into and across the curriculum.
  - Implement reading interventions to meet the needs of all students.
  - Use differentiated instruction and materials for students to understand the concepts being taught.
- 2) Hold Parent/teacher conferences during which time this compact will be passed out and discussed.
- 3) Provide parents with frequent reports on their child(ren)'s progress. The school will provide the following reports:
  - Mid Term Progress Reports
  - Grade book online
  - Discovery Education Results
  - PARCC Testing Reports
- 4) Provide reasonable access to staff. Staff will be available for parent meetings:
  - Before School, after school and during preparation periods.
- 5) Provide parent opportunities to volunteer and to observe classroom activities.

## Parent Responsibilities:

We as parents/guardians will support our children's learning in the following ways:

- Make sure that homework is completed.
- Monitoring amount of television my child watches.
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive uses of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices sent from the school and responding as appropriate.
- Attending Parent/Teacher conferences.
- Instill proper manners and positive character values.
- Monitoring attendance.
- Serving on committees or advisory groups to the extent possible.

# 2016- 17 SCHOOL YEAR

## LUNCH AND BREAKFAST FEE CHART

### Regular Lunch and Breakfast Fee Chart

<b>Lunches</b>	<b>1 day</b>	<b>5 days</b>	<b>10 days</b>	<b>15 days</b>	<b>20 days</b>
K, 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , & 4 <sup>th</sup> Gr.	\$1.75	\$8.75	\$17.50	\$26.25	\$35.00
<b>Breakfast</b>	<b>1 day</b>	<b>5 days</b>	<b>10 days</b>	<b>15 days</b>	<b>20 days</b>
All Grades	.60	\$3.00	\$6.00	\$9.00	\$12.00

### Reduced Lunch and Breakfast Fee Chart

<b>Lunches</b>	<b>1 day</b>	<b>5 days</b>	<b>10 days</b>	<b>15 days</b>	<b>20 days</b>
All Grades	.40	\$2.00	\$4.00	\$6.00	\$8.00
<b>Breakfast</b>	<b>1 day</b>	<b>5 days</b>	<b>10 days</b>	<b>15 days</b>	<b>20 days</b>
All Grades	.30	\$1.50	\$3.00	\$4.50	\$6.00

### CAFETERIA RULES

In order to prevent spills on the bus and in the cafeteria students will not be allowed to bring sodas into the cafeteria. This includes fast food meals. **Due to the increased number of peanut allergies we are also asking parents to refrain from sending peanut butter items in their child(ren)'s lunch boxes.** Lunch boxes should come to school with the student and not delivered during the school day to prevent disruptions to the classroom learning environment.

## Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the 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 characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on 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 nonschool-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 communication) and means any severe or pervasive 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 possessing 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 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:<sup>1</sup>**

#### **Mark Rohlfing**

700 E Water  
Pinckneyville  
618-357-2724  
mrohlfing@jrpanther.com

#### **Sara Lane**

700 E Water  
Pinckneyville  
618-357-2724  
sgordon@jrpanther.com

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.

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<sup>1</sup> One complaint manager should be male and one complaint manager should be female.

## **STUDENT BEHAVIOR**

Pupils, parents, and school personnel can best achieve educational goals if there is an atmosphere of mutual understanding, respect, and cooperation. Discipline and classroom management are essential to effective teaching and learning.

Students attending the Pinckneyville Schools are expected to attend school on a regular basis, to observe school rules and regulations, and to conduct themselves in a respectful manner that will be a credit to themselves, their parents, and the school.

Disciplinary measures shall be taken in the event that inappropriate conduct warrants it, and parents will be notified of such action taken. This policy becomes effective and replaces the current policy on *Student Discipline* on the first student attendance day of the 2016-2017 school year.

### ***STUDENT BEHAVIOR (FORMERLY KNOWN AS STUDENT DISCIPLINE)***

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

#### **When and Where Conduct Rules Apply**

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

#### **Prohibited Student Conduct**

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- g. “Look-alike” or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling, or transferring a “weapon” as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
- 5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 6. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search.
- 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
- 9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
- 10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
- 11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
- 12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property.
- 13. Entering school property or a school facility without proper authorization.
- 14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
- 15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
- 16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
- 17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
- 18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
- 19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event. Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

### **Disciplinary Measures**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student’s parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

## **Weapons**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alike” of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy’s prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

## **Re-Engagement of Returning Students**

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student’s ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

## **Required Notices**

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student’s parent/guardian. “School grounds” includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

## **Delegation of Authority**

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

## **Student Handbook**

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District’s disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students’ parents/guardians within 15 days of the beginning of the school year or a student’s enrollment.

## ***SUSPENSION PROCEDURES***

### **In-School Suspension**

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.



### **Out-of-School Suspension**

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
    - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
      - a) A threat to school safety, or
      - b) A disruption to other students' learning opportunities.
    - ii. For a suspension of 4 or more school days, an explanation:
      - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
      - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
      - c) That the student's continuing presence in school would either:
        - i) Pose a threat to the safety of other students, staff, or members of the school community, or
        - ii) Substantially disrupt, impede, or interfere with the operation of the school.
      - iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

### ***EXPULSION PROCEDURES***

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
  - a. Include the time, date, and place for the hearing.
  - b. Briefly describe what will happen during the hearing.
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d. List the student's prior suspension(s).
  - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.

- f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:
  - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
  - b. Provide a rationale for the specific duration of the recommended expulsion.
  - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
  - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

### ***BUS CONDUCT***

All students must follow the District's *School Bus Safety Rules*.

### **School Bus Suspensions**

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in School Board policy, 7:190, *Student Behavior*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

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

### **Academic Credit for Missed Classes During School Bus Suspension**

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

### **Electronic Recordings on School Buses**

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

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

**ACKNOWLEDGEMENT PAGE**

I acknowledge receiving and reading the *Pinckneyville School District No. 50 Handbook* including the *Computer and Internet Policy* with my child(ren).

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Child(ren)'s Name(s)

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Parent Signature

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Date

*Please sign above, remove this page and return with your child to their homeroom teacher.*

Thank you for your cooperation,

Scott Wagner  
Pinckneyville Elementary Principal

Pinckneyville Elementary School  
2016-2017 Student Handbook

Pinckneyville District No. 50  
Elementary School  
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Pinckneyville, Illinois  
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