

# **2022-2023 Elementary/Jr. High Parent-Student Handbook**



## ***Home of the Pirates***

**Pope County Elementary/Jr. High**  
125 State Highway 146 W  
Golconda, IL 62938  
618-683-4011 (option 2)

**Important Phone Numbers:**

Elementary Office Fax	618-683-6022
Unit Office	618-683-2301
High School	618-683-3071
Bus Garage	618-683-4832

**Welcome**

You will find Pope County Elementary/Jr. High a place where you can increase your level of knowledge and grow socially in your preparation for the future. As a student here, you are expected to put forth the effort to do well academically and to maintain proper behavior suitable for a school atmosphere. It is our hope that you will make the most of your time here in both academics and extracurricular activities.

**Purpose of the Parent-Student Handbook**

For the Student: This handbook is designed to acquaint you with rules, regulations, standards, and organization of the school. It contains a variety of topics and explanations that should assist you in making a proper and positive adjustment to the school environment. We urge all students to read it carefully and to develop an understanding of our expectations. It is the responsibility of each student to know the content of this handbook and to see that your Parents/Guardians have had the opportunity to read it.

For the Parent/Guardian: We encourage you to read this handbook and to help your child understand its contents. Helping your child reach their maximum potential requires an atmosphere of cooperation between home and school. Therefore, we encourage you to meet and stay in contact with your child’s teacher(s) and to visit or call the school with any educational concerns.

**Disclaimer**

This handbook is not intended to create a contractual relationship with the students; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations. It is the right of our school district to make and enforce policies, rules, and regulations including those for discipline (State of Illinois School Code 122 ILCS5/10-20.5). This handbook serves as a summary of board policies and may be changed during the school term without notice. Membership or participation in a school-sanctioned activity is a privilege and not a property right.

**Pope County Elementary/Jr. High Mission Statement**

Pope County Elementary/Jr. High is committed to providing a positive learning environment in which all students are encouraged to succeed. Our mission is to provide an atmosphere where students are nurtured academically, socially, emotionally, and physically. It is our desire to foster a better understanding of oneself through exploration of interest and service to one’s family, school, and community. Through independent learning and individual responsibility, we hope to enable students to develop into responsible citizens.

### **School Information**

Elementary Office hours	7:30 a.m. – 3:10p.m.
Normal School day	7:45a.m. – 2:45 p.m.
Colors	Maroon and White
Mascot	Pirate
Unit Website	<a href="http://www.popek12.org">www.popek12.org</a>

### **Admission Requirements**

Students who will attend Pope County Elementary/Jr. High must show, at their enrollment, proof of legal residence within the county or pay tuition. In compliance with the Missing Children Records Act, 325ILCS 50 et seq., as amended by Public Act 95-793, you will need to provide a copy of a student's certified birth certificate when enrolling. If transferring from another Illinois school, an Illinois Transfer Form (Letter of Good Standing) from the previous school must be provided before enrollment. Transcripts, health records, and Special Education records (if applicable) shall be received before the enrollment is considered complete.

### **Health Requirements**

State law requires all students entering a **Pre-K** program to have a physical exam and show proof of up-to-date immunizations. Proof of the physical exam must be completed on the Illinois forms and signed by an appropriate physician and on file in the office.

State law also requires all students entering **Kindergarten** to have a physical exam showing up-to-date immunizations, eye exam, and a dental exam. Proof of these exams must be completed on the Illinois forms and signed by an appropriate physician and on file in the office. State law also requires all students entering the **2<sup>nd</sup> grade** to have a dental exam. Proof of the dental exam must be completed on the Illinois forms and signed by an appropriate physician and on file in the office.

State law also requires all students entering the **6<sup>th</sup> grade** to have a dental and physical exam along with up to date immunizations. Proof of these exams must be completed on the Illinois forms and signed by an appropriate physician and on file in the office.

Any student transferring to Pope County Elementary/Jr. High from private or an out-of-state school must have a physical and eye exam if it is the first time entering an Illinois School.

All students "trying out" and or participating in any interscholastic sports program must have an up-to-date physical exam. Students **will not** be allowed to "try-out" for a sport or cheerleading unless a physical is on file in the office.

### **Fees**

Textbooks are provided to students on a rental basis. The rental fee of \$50.00 is due upon registration. This fee covers all textbooks and copies/worksheets for the school year. Students who qualify for free or reduced lunches may have this fee waived. The waiver must be signed by a parent or guardian and on file in the office within 10 days of the student's first day of attendance. Students are responsible for the books assigned to them. If they are lost, stolen, or damaged they must pay for the cost of the book; therefore, every student should take great care of his/her books.

### **Accident Insurance**

All students are covered by student accident insurance that is purchased by the school. This policy covers accidents that take place during school or school-sponsored activities such as athletic contests. Claim forms can be picked up in the office. Additional insurance is also available to all students. Please contact the school if you are interested in purchasing additional insurance or have questions regarding this matter.

**Lunch and Breakfast Program (Fees or Free/ Free-Reduced)**

The lunch and breakfast program is open to all students within the district. It is the desire of the District to provide students with the best possible lunch. The following information explains the lunch and breakfast program:

- Students may either pay by the day, week, or monthly.
- Meal money is accepted every morning by the homeroom teacher.
- If a breakfast/lunch bill is not paid in a timely manner, the school district reserves the right to take legal action.
- Menus/Activity calendars are sent home with students once a month.

**Lunch Fees are as follows (but are subject to change):**

	<b>Regular Fees</b>	<b>Reduced Fees</b>	<b>Free</b>	<b>Milk</b>
Pre K - 5	\$1.75	\$0.40	\$0.00	\$0.50
Grades 6-8	\$2.00	\$0.40	\$0.00	\$0.50

Grades 6-8 **Salads**  
\$2.00

**Extra Entrée** (if offered)

\$1.25 \*Cash payment for extras is required at the time of service

*Students that owe more than \$25.00 will not be allowed to purchase extra entrée's.*

**Breakfast Fees are as follows:**

Regular Fees	Reduced Fees	Free
\$1.50	\$0.30	\$0

**Free Lunch and Breakfast Program:**

***Meals are available for children who qualify for the following reasons:***

- If you now receive food stamps or TANF or your child(ren), can receive free milk. If you received a letter with an eligibility certificate for school meals, return the eligibility certificate to the school.
- If your total household income is the same or less, then the state allowable income.
- A foster child may receive free meals regardless of your income.
- Homeless, migrant and runaway youth are categorically eligible for free meals.

***Forms for Free and Reduced meals are available in the office.***

**Cafeteria Operations**

- Lunch is served daily in the gymnasium. All students, including students who bring their lunch, are required to eat in the gymnasium.
- Breakfast is served daily between 7:45-8:00 a.m. (Bell rings at 8:00)
- Lunch is served at various times depending upon the grade level of the student.
- Students will be assigned a seating area at lunch and should remain in this area unless moved by a staff member.
- A microwave will be available during lunch for **grades 6-8**. Items heated in the microwave should not require long heating times (Keep under 3:00 minutes).
- If a student arrives at school after lunch count is taken, the student will need to check in at the office and request lunch.

### **Cafeteria Rules (for Breakfast and Lunch)**

1. Students are to be respectful of all cafeteria staff and follow directions the first time given.
2. Students are to eat quietly (avoid loud talking), observe all school rules, and deposit their trays and trash in assigned areas. (Clean up your area after eating)
3. Be prepared to input your lunch code at the end of the food service line
4. Once seated, remain seated until you are dismissed by the staff
5. Eat all the food in the gymnasium. Do not carry it outside
6. No food or utensils are to be thrown or tossed
7. For safety reasons, glass containers, glass bottles, or energy drinks are not allowed
8. During cold weather, students should take their coats with them to the cafeteria
9. No visitors will be allowed to be with students in the cafeteria

### **Arriving at School**

The school building opens for students at **7:45 a.m.** Students **should not arrive before 7:45 a.m.** Students should enter the building at the **West entrance** near the Jr. High portion of the building and go directly to their homerooms, without stopping at their lockers, for breakfast/homeroom activities.

### **Afterschool Pick-up**

If you plan on picking your child/children up afterschool, please send a note that morning or call before 2:00 p.m. on that day. If you plan on picking up your child/children on a daily basis, just send a note specifying pick up will be on a daily basis. When you are picking up your child/children, please wait in the parking lot near the High School gym. When the buses clear the Elementary parking lot, you can drive over to the middle doors section of the Elementary school. There will be staff waiting to call your child/children to exit the building to go with you.

### **Attendance**

It is vital to academic success that students attend school regularly. Attendance requirements and procedures follow Illinois School Code and are designed to promote accountability and self-discipline. With this in mind, the following policies and procedures regarding attendance have been established to help carry out the school's part of the responsibility for a student's attendance. Parents/Guardians should work closely with the school to ensure students do not miss school unnecessarily. Trips, vacations, business, etc... must be pre-approved through the school office. If not, the absence will be considered unexcused. We do understand there are times when a child should not attend school. They should not attend school when it is detrimental to their health or that of others. If a student must be absent from school, the parent/guardian should contact the school before 9:00 a.m. Classes start at 8:00 a.m.; therefore, arriving late will be considered an absence. We ask that medical appointments be made after the end of the school day if at all possible.

#### **When Absent from School:**

Parents/Guardians should call the Elementary Office (683-4011) **before 9:00 a.m.** If you would like your child's homework, we ask that you make the request before 9:00 a.m. to give the teachers ample time to return the request to the Office. Illinois law requires the school to call if a student does not attend or if the absence is not reported. If contact is not made or the student does not bring in a note the absence will be considered, **unexcused**.

#### **Returning to School or Leaving Early:**

When you arrive late to school or you're returning from the doctor, dentist, etc.,

your parent or guardian must sign you in at the office. When you leave school before the end of the day, your parent or guardian must sign you out in the office.

### **Absences**

The decision whether an absence is excused or unexcused is at the discretion of the Principal.

\*Students absent more than ½ day will not be allowed to attend any extra-curricular activities (including High School activities) that same evening.

### **Excused Absences**

Valid reasons for Excused Absences: *\*Remember, just because an absence is “excused” it is still counted as an absence from school.*

1. Illness (A doctor’s note can be required after being absent 3 consecutive days or after the 10<sup>th</sup> absence in a semester)
2. Severe illness or death in the immediate family
3. Medical appointments (Written proof may be required from the doctor or dentist)
4. Court appointments (Written proof may be required from the court)
5. Family/Home emergencies including weather related (flooding, etc.) with contact from the parent
6. Religious observance/instruction
7. School related activities
8. Other not mentioned, but would require prior approval

If absences are due to a family vacation a one-week notice is requested. If the child has been absent more than the 10-day limit (excused or unexcused) the days requested for family vacation may be denied and will be unexcused if the child is absent. Notice must be given to the office and teachers in writing by the parent or guardian.

### **Make-up Work**

An excused absence allows the student to make-up any assignments. Students receiving an excused absence should contact each of their teachers to make-up their work. Students will be given the same amount of time to make-up their work as those students in attendance. It is the responsibility of the student to complete and turn in their missed assignments. Students will be required to take a test on the first day back from an excused absence, if the student had prior knowledge that the test would be given on the day missed. If homework is to be requested, **we ask that the request is made before 9:00 a.m.** to give the teachers ample time to return the request to the office.

***\*Making up school work due to being absent is the responsibility of the student***

### **Unexcused Absences**

Examples of absences that cannot be excused include, but are not limited to:

1. Student absence without parent contact (phone call or note)
2. Leaving school without proper approval
3. Missing the bus

### **Truancy**

If a student is absent any part of a school day without valid cause the student shall be considered truant.

“Chronic or habitual truants” shall be defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days. Parents/Guardians having custody or control of a truant child may be fined and or sentenced to thirty (30) days in jail for a class “C” misdemeanor when a child continues to violate the Illinois Compulsory Attendance Laws. The Pope County State’s Attorney and the Pope County School System are serious about truancy and are working together to address the issue of truancy.

The following actions have been established to address the issue of truancy:

1. Upon the 3<sup>rd</sup> unexcused absence a letter will be mailed home to the parent/guardian notifying them of the number of unexcused absences and that their child is considered truant.
2. Upon the 5<sup>th</sup> unexcused absence a letter again will be mailed home to the parent/guardian notifying them of the number of unexcused absences and reminding them of the consequences of truancy.
3. Upon the 7<sup>th</sup> unexcused absence a letter will be mailed home to the parent/guardian notifying them of the number of unexcused absences and that the next step will include a Truancy Hearing if the problem of unexcused absences continues.
4. Upon the 8<sup>th</sup> unexcused absence a letter will be mailed home and a phone call made to let the parent/guardian know they are required to attend a Truancy Hearing. During the phone call a date and time of the hearing will be set. If the parent/guardian does not comply with the Truancy Hearing or the conditions set the issue will be referred to the State’s Attorney.

### **Excessive Absence from School**

A student shall not have more than a total of 8 **unexcused absences** per school year. The student and parent/guardian will be notified that a doctor’s excuse will be required for any absence that cannot be considered for excusable reasons as listed on page 6 in this student handbook.

### **Tardy Guidelines**

Defined: Any student who arrives for class or is not in his/her seat after the tardy bell rings. Teachers will fill out a disciplinary report starting with the 2<sup>nd</sup> tardy in a grading quarter.

### **Discipline Procedures for Tardies**

§ One detention will be assign for the 2<sup>nd</sup> and 3<sup>rd</sup> tardy in a quarter

§ In-school supervision will be assigned for each tardy starting with the 4<sup>th</sup> tardy.

### **Book Bags and Backpacks**

Book bags and backpacks may be brought to school, but must remain in the student’s locker or designated location with their classroom. They may be used to transport school supplies, books, school work, or school related information. When they are brought on to school property, they are subject to searching by a school staff member if reasonable grounds for suspecting that the search will provide evidence that the student has violated the rules of the school district.

### **Board Policies**

Written policies of the Board of Education are available in the Superintendent’s office for interested citizens or parents to review.

### **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's educational records. They are:

- The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.
- The right to request the amending of the student's education records that the parent or eligible student believes is inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent.

The Pope County School District will not release confidential records to anyone except school personnel in accordance with Public Act 95-793, no notification to or approval is needed pursuant to the Local Records Act. Written permission from the individual who has legal custody or from the student if he or she has reached the age of 18 is required to destroy student biometric information.

### **Parents Right to Know**

As a school receiving funds under Title I of the Elementary and Secondary Education Act, the Parents/Guardians may request information regarding the professional qualifications of their child's teacher(s) and the paraprofessionals who assist them. This information will be disseminated in a manner that protects the privacy of individuals. In compliance with this federal law, parents/guardians have the right to receive the following information: Whether Illinois has licensed or qualified the teacher for the grades and subjects he or she teaches, whether the teacher is teaching under an emergency permit or other provisional status, the teacher's college major, and whether the teacher has any advanced degrees and the subject of the degree(s).

### **Right to Review Instructional Material**

A conference may be scheduled for parents wishing to review instructional materials used in their child's class.

### **Notice of Instruction in Recognizing and Avoiding Sexual Abuse**

The district provides a 5-day advance notice to parents/guardians prior to offering any class or course in recognizing and avoiding sexual abuse to pupils in grades K-8. The district provides that such pupils shall not be required to take the course during the presentation of this material if their parent/guardian submits a written objection. All written objections shall be forwarded to the building principal. (105 ILCS 5/27-13.2).

### **Medication Policy**

- The primary responsibility for administering medication to a student rests with that student's parent/guardian. If at all possible, any morning medication needed should be taken at home before coming to school.
- If prescribed medication has to be given during school hours, a **parent/guardian must bring the medication to the school** in the original pharmaceutical container labeled with the student's name, name of medication and the dosage (**DO NOT SEND the medication with the student**). We must also have the parent's written consent along with the physician's or licensed prescriber's order on file. This order needs to be on the school's medication form. **The school nurse or designated employee will not and can not dispense any medication unless this form is filled out completely.** The



written instructions (\*) signed by both parent and physician are required and shall include:

1. Child's name and purpose of medication
2. Time to administer the dosage
3. Possible side effects
4. Termination date for administering medication
5. All permission for long-term medication shall be renewed at least annually by the licensed prescriber.

(\*) These instructions are to be placed in the pupil's temporary file.

**Remember – Do not send any medication to school with the students.** Students, who possess medication, whether it is prescription or over the counter medication, will be subject to the discipline policy on drugs.

- The parents of the child must assume responsibility for notifying the school of any change in medication and for providing the school with written instructions from the physician.
- Public Act 97-0361 allows a student with asthma to carry and self-administer his or her own asthma medication as long as the school's medication form has been completed and on file. The law also allows for students with allergies the use of an epinephrine auto-injector as long as the school's medication form has been completed and on file. If at all possible these events should take place in the office under supervision of the nurse or designated employee. \*Sharing or allowing another student to use your inhaler or epinephrine auto-injector is strictly prohibited and is subject to disciplinary actions.
- The school district retains the discretion to reject the request for administration of medication.
- Students **may not** carry or store in their locker any non-prescription or prescription medication.
- Non- prescription pain relievers, such as Tylenol, can only be given if the parent provides the medication in the original container along with a medication form from the school signed by both the parent/guardian and a physician's or licensed prescriber.
- Only the school nurse or designated employee will be allowed to dispense any medication. All medication will go through the office or nurse's station and will remain in a locked area.

Students that are not feeling well or in need of medication of any kind will obtain a pass from their teacher and report to the office/nurse's station. After leaving the office the student should return to class or provide a note stating they will be leaving school. A parent/guardian or emergency contact will be contacted if a student needs to leave school due to illness. Students are reminded that they are responsible for contacting teachers to make up work that is missed.

### **Communicable and Infectious Disease Management**

The principal and the school nurse have a specific responsibility for control of communicable diseases in this district. When the school determines a problem exists, the nurse or an office employee will advise the parent of the required action to be taken per Board Policy. The flu, Chicken pox, head lice, impetigo, measles, mumps, pink eye, and ringworm are among the more common diseases requiring action. Frequently, exclusion from school and school activities is required. In some instances, a written statement from a physician or public health department may be required for the student to return to school. For operations during a pandemic or other health emergency – see the last page of this document.

### **Head Lice**

Any student found to have head lice or nits will be sent home immediately. They will need to be treated and all nits removed. Parents or guardians must bring the student in to be checked and cleared by the school nurse or designated school employee before they are allowed to remain at school. The Pope County School district maintains a **no nit policy**. It is also highly suggested that you also treat your home to prevent the return of the lice.

**Return to Learn Concussion Protocol**

Concussion protocol will be followed for any student, who has been diagnosed by a licensed healthcare professional with a concussion. This will include any academic area as well as any extracurricular activity. The protocol used will be based on the individual needs of the student until the student is released from medical care due to a concussion.

**Homeless Education Assistance Act of 2001**

The McKinney-Vento Act is designed to address the problems that homeless children and youth have faced while enrolling, attending, and succeeding in school. Under this program, schools must ensure that each homeless child has equal access to the same free, appropriate public education, including a public preschool education as other children. The homeless liaison may be contacted through the school office.

**Grading Scale**

All faculty of Pope County Elementary/Jr. High School will use the following grading scale:

4.0	A	90-100
3.0	B	80-89
2.0	C	70-79
1.0	D	60-69
0	F	59 and below

**Honor Roll (Jr. High)**

The honor roll will be published at the end of each grading period. Honors will be listed as follows:

High Honors	4.0
Honors	3.5 – 3.9

- A grade of “D” in any area eliminates one from the honor roll regardless of all other grades.
- Physical Education and Health are to be counted as part of the average of all students.
- To be eligible for end of the school year honors, a student must maintain a 3.5 grade point average each of the grading quarters.

**Parent Portal**

Through our student management software, a Parent Portal is available. The Parent Portal will allow parents/guardians to stay abreast with their child’s school progress. We are currently in the process of transitioning student software companies. More information will be provided once the Parent Portal is ready for parent/student access.

**Progress Reports**

Progress reports will be sent to all parents at the midpoint of each grading period. It is highly suggested if there is a question about a grade or your child is doing poorly that you first contact the teacher(s).

### **Promotion/Retention**

The decision to promote or retain will be based on successful completion of the curriculum, attendance, and from standardized testing results. A team, including administration and the student's classroom teacher(s), will review the student's overall performance at the end of each school year to determine promotion/retention. It has been the practice of our school that any student, who has two or more failing yearly averages may be retained. The Illinois school code ILCS 5/10-20.9a/b prohibits social promotion of students and prevents promotion based on age or any social reason not related to the academic performance of the student.

Middle school students (grades 6-8) may qualify for credit recovery programs. These programs may be purchased by the parent/guardian for the student and must be pre-approved by the school district. Failure to gain prior approval may result in recovery credit being denied. The student must receive a passing score in each subject taken in the approved program to be given the credit needed to be considered for promotion.

### **Bus Notes:**

The following regulations will be used concerning any bus notes:

1. **Students should ride their assigned bus and get on and off at their normal pick-up location.** Students needing to ride a bus other than their assigned bus or needing to be dropped-off at a location other than their normal pick-up location must have a **written note** approved in the office from their parent or guardian. If a parent or guardian needs to call in a bus note, please do so before 2:00 p.m.
2. Bus notes should be used for rare occasions or emergencies and not be used on a daily basis.
3. Students **will not** be allowed to have more than 3 other students ride home with them for the purpose of a party or sleep-over. This situation requires a 24-hour pre-approval from the office and bus garage. This will help to keep our Buses from being loaded beyond the legal capacity.

### **Bus Rules and Guidelines:**

The school district offers bus transportation to and from school. To help ensure the safety of your child the following rules and guidelines have been established. These rules and guidelines should be followed any time the student is on the bus. It is important to remember that riding the bus is a privilege, not a right.

1. Be on time at the designated bus stop and stay off the road at all times while waiting for the bus.
2. Only approach the bus after it has come to a complete stop.
3. Bus driver and/or administration are authorized to assign seats. All students will have an assigned seat and they should remain in their seat while the bus is moving.
4. Observe the same conduct rules as in the classroom.
5. Be courteous to the bus driver and the other students; no use of profane language will be allowed.
6. No display of affection will be tolerated.
7. Do not eat, chew gum, or drink on the bus.
8. Do not use tobacco on the bus.
9. Assist in keeping the bus safe and clean. Do not deface or destroy any part of the

- bus.
10. Keep hands, feet, and head inside the bus at all times. Do not throw anything out of the windows.
  11. There should not be any loud talking, yelling, or screaming. Talk should be in normal tones and everyone should be quiet at railroad crossings.
  12. Windows are to be raised and lowered only with the permission of the bus driver and must not be lowered below the indicated line on the window frame.
  13. Keep your feet, books, backpacks, coats, and all other objects out of the aisles.
  14. Keep your hands, feet, and other objects to yourself.
  15. Do not ask the driver to stop at any other stop except the regular bus stop.
  16. Remain in the bus when there is a road emergency until the driver gives instructions.
  17. No animals of any kind are allowed on the bus.

### **Procedures for Handling Misconduct on the Bus**

Student safety will not be compromised due to misbehavior on the bus. Students are expected to follow all the bus rules. If a student chooses not to follow the bus rules, consequences for the misbehavior will range from warnings to being permanently excluded from the bus. Serious misbehavior including fighting, gross disrespect or harassment of the bus driver or other students, vandalism of bus property, possession or use of tobacco, or any other incident deemed serious in nature by the administration will result in a more severe disciplinary action that may include a suspension from the bus and or school.

### **Delivery of Flowers, Balloons, Etc.**

Deliveries of flowers, balloons, or any other type of items are discouraged. Many of these items cause problems on our buses. If an item is delivered it will not be available until the end of the day. Depending on size or if the item is considered a safety hazard for the bus, a parent/guardian might be required to pick it up from the office.

### **Cell Phones and Telephone Use**

Students will not be allowed to use a cell phone or any other electronic communication device at school during the hours of 7:40 a.m. – 3:00 p.m. If a student chooses to carry a cell phone, the phone must be **shut off**. A phone set on vibrate is **not** considered shut off and “forgetting” to turn off the cell phone is **not** an excuse. Phones that are not off will be confiscated by staff members and turned in to the Principal’s office with the following consequences:

- 1<sup>st</sup> offense: The phone will be taken and turned in to the Principal’s Office.  
The phone will be returned at the end of the day.
- 2<sup>nd</sup> offense: The phone will be taken and turned in to the Principal’s Office.  
A detention will be assigned and a detention slip will be sent to the parent/guardian. The phone will be returned at the end of the day.
- 3<sup>rd</sup> offense: The phone will be taken and turned in to the Principal’s Office.  
3 noon detentions will be assigned and a parent/guardian will have to pick up the phone from the office.
- 4<sup>th</sup> offense: The phone will be taken and turned in to the Principal’s Office.  
An In-School supervision will be assigned and a parent/guardian will have to pick up the phone from the office.

If the student chooses to bring a phone after the 4<sup>th</sup> offense, they will be required to turn their phone in at the office each morning. Subsequent offenses may result in being assigned an Out of School Suspension.

*\* You are responsible for your cell phone, if it is lost or stolen while at school or a school activity, the school will not be liable. If you loan your phone out and one of the rules are not followed, you can also be subject to disciplinary actions.*

### **Cell Phone Pictures**

We want students to be aware of child pornography laws, so they will not make a costly mistake. Students must realize that transmitting pornographic pictures of themselves or their underage peers from their cell phones is an illegal act and will cause immediate legal ramifications.

Students are **not** allowed to take cell phone photographs or a video while at school unless approved by the office and or teacher for the use in a class project. Any photograph taken that is deemed inappropriate will result in disciplinary actions ranging from detention to out of school suspension with possible recommendation for expulsion.

### **Telephone Use**

Students cannot be called out of class except in cases of emergency. If a student feels they must contact a parent/guardian, they need to come to the Principal's office and ask for permission to use the phone.

### **Bringing Your Own Device**

If a student chooses to bring their own personal electronic device (i.e.: Tablet, Laptop, iPad, Smartphone, Kindle, etc.) they assume total responsibility for that device. The use of the device should only be used under the direction of the teacher for class work or projects.

### **Computer Lab/Internet Access/Usage Policy**

The Pope County School District promotes the use and development of electronic networked information resources as a means to support learning and to enhance instruction. The school's computers and networks are provided for students to conduct research, to become proficient with technology, and to communicate with others. The technology is to be used by students in a manner consistent with the expectation of student conduct in the Pope County Community Unit School District.

In accordance with Board Policies 6:60 and 6:235, in addition to the Children's Internet Protection Act (CIPA), all Pope County students will be educated about appropriate online behavior, interacting with other individuals on social networking websites, in chat rooms, and cyber-bullying awareness and response. In addition, technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information such as names and addresses.

Students shall still be held accountable for their behavior and any materials which they view, download, and/or produce. Appropriate disciplinary action will be taken against students who violate school rules governing the use of technology. Because access to the Internet provides connections to other computer systems located all over the world, students must understand that neither the school nor Pope County School District control the content of the information available on these other systems. Some of the information available is controversial and, sometimes, offensive. The District does not condone the use of such materials. District employees, students, and parents must be aware that access to the Internet will be withdrawn from students who do not respect the rights of others or who do not follow the rules and regulations established by the building principals and the Board of Education guidelines. The School District reserves the right to log computer use and to monitor file server space utilization by students; therefore, network storage areas will be treated like school lockers and are subject to random inspection at any time by school authorities. In the case where misuse is suspected, the district reserves the right to examine the student's questionable files and materials. The individual who logs onto a computer is responsible for all activities in that account. Therefore, students should not share passwords and log off the computer when finished using the computer. No technology is guaranteed to be error-free and totally dependable. The district cannot be held liable for any information that may be lost, damaged, or unavailable due to technical, or other difficulties. The District cannot be held accountable for information that is retrieved through technology.

The use of technology is a privilege that carries with it responsibilities. Students will abide by district policies and rules of behavior. Students will use all reasonable efforts to avoid sites with inappropriate content and to immediately exit from such sites entered inadvertently. The following guidelines for the use of technology are not all-inclusive. A student who commits an act of misconduct which is not specified may also be subject to disciplinary action. Illegal activities involving technology may also result in referral to law enforcement authorities.

By using district technology, students shall not:

- Use inappropriate, obscene, profane, vulgar, or offensive language.
- Use inflammatory speech, harass others, or attack others.
- Send, display, or download offensive messages or pictures onto school equipment.
- Use any electronic communications except those required by an instructor for a specific educational project. The communications are to be conducted under the immediate supervision of that specific instructor.
- Violate rules of copyright and shall assume that any software that they did not create is copyrighted (unless it is labeled "shareware" or "public domain").
- Use messaging service and electronic mail unless for a specific class project.
- Reveal their personal address or phone numbers, or those of other users.
- Use technology for any illegal activities.
- Access Internet sites with no educational value as determined by school personnel.
- Misuse their access privileges and shall avoid impersonation, anonymity, or unauthorized sharing of security measures.
- Damage the systems by messages, physical abuse, or viruses.
- Tie up the equipment with non-school activities.
- Violate policies and procedures of networks and systems linked by technology.
- Violate the privacy of other students and the integrity of the system by the misuse of passwords, others' files, equipment, and programs.
- Handle computers, systems, or networks in an improper manner.

Violation of the provisions of this policy (or any reasonable rules and regulations established under this policy by a building principal) may result in the denial of technology access and/or other disciplinary action up to expulsion.

- § Loss of technology privileges
- § Assignment of detention time
- § Suspension from school
- § Referral to the Board of Education for Expulsion
- § Law Enforcement contacted when applicable

If students are involved in an Internet assignment while they are not allowed to use the Internet, the students will receive zeros for that particular assignment.

### **Cyber-Bullying**

Cyber-bullying is defined as “bullying that takes place using electronic technology, which includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. The use of any school computer or electronic device for the purpose of cyber-bullying is strictly prohibited. Cyber-bullying using home-based or off-campus devices that results in a substantial disruption to the school or a true threat will constitute grounds for investigation as to whether or not the use violates applicable law or school rules. Should misuse be determined, the student may receive disciplinary consequences appropriate for the frequency and severity of the violation.

### **Student Discipline**

It is the belief of Pope County Elementary/Jr. High that all students should act responsibly and be accountable for their actions. When a student’s behavior interferes with the educational process or threatens the welfare of other students or the school disciplinary action will be taken. This not only includes incidents that happen on school grounds, but also school-related functions on and off grounds and travel to and from school. All staff members are encouraged to use their classroom management skill to handle minor incidents. The following policy is not all inclusive and merely serves as a guide to improve the actions of students who have displayed inappropriate behavior. The following **Seven School-Wide Rules** should assist students in knowing what behaviors are expected.

1. Follow directions from all school personnel the first time given. This covers all rules and guidelines for the school, classrooms, school activities, and buses.
2. Be courteous and respectful to others at all times. This includes no bullying, teasing, name calling, or instigating confrontations.
3. Keep hands, feet, and objects to yourself. Do not throw objects, horseplay on the playground or in the building. This includes all forms of fighting, roughhousing, and play-fighting.
4. Arrive for class on time with all required materials, including completed homework.
5. Stay in assigned areas. All students should carry a pass when they are out of their assigned classrooms without direct staff supervision. Do not leave the school grounds without permission from the office.
6. Gum or previously opened drink bottles should not be brought school, nor should you bring electronic devices such as MP3 players, CD players, gaming units, laser pointers, and cameras.
7. You should not wear head coverings such as caps, hats, and scarves in the building.

Disciplinary action can also be taken when a student’s conduct is reasonably related to school. This may include, but not limited to:

- § School activities on school grounds before, during and after school

- § Trips to or from and during school-sponsored activities or events off school grounds
- § Anytime, if the student's conduct interferes with or causes a disruption to the educational process of the school. This can include threats made to staff members or any action deemed as an endangerment of the health or safety of students, staff or school property. This includes any form of communication.

**Guidelines For Disciplinary Actions:**

**Staff Managed Incidents:** These incidents will be handled by staff members as part of their classroom management. They may include, but are not limited to:

- § Minor classroom disruptions such as talking or out of your seat without permission, not following basic classroom rules, etc.
- § Not bringing materials to the classroom
- § Minor playground disruptions
- § Gum chewing

**Office Managed Incidents:** These incidents will be turned in to the office via a Disciplinary Report providing details of the incident/offense. The Principal will administer disciplinary action ranging from a verbal warning, noon detention(s), to in-school supervision. The disciplinary action will be based on the frequency and the severity of the incident. Administrator discretion and due process will apply to all incidents. These incidents may include, but are not limited to:

- § Serious or repeated class interruptions
- § Serious or repeated inappropriate playground behavior
- § Inappropriate language/profanity or gestures
- § Verbal confrontation (No Physical Contact)
- § Repeated tardiness
- § Cell phone and electronics violations
- § Rude behavior toward a staff member
- § Displays of affection
- § Any other misbehavior that may require a student being sent to the office

**Major Incidents:** These incidents will be turned in to the office via a Disciplinary Report providing details of the incident/offense. A parent/guardian will be contacted by mail or phone. The Principal will administer disciplinary action ranging from noon detention(s), in-school supervision, to out of school suspension. The disciplinary action will be based on the frequency and the severity of the incident. Administrator discretion and due process will apply to all incidents. All state and federal regulations for Special Education population will be followed. The asterisk (\*) indicates violations that may be reported to law enforcement. These incidents may include, but are not limited to:

- § Actions of bullying or harassment of a student
- § Repeated Office Managed Incidents
- § Argumentative with a staff member
- § Rough housing/Scuffling
- § Making comments or harassment of a sexual nature
- § Stealing/theft\*
- § Possession of obscene material of a sexual nature
- § Participation in actions designed to disrupt school
- § Throwing objects on the playground, classroom, or during breakfast/lunch



- § Insubordination toward a staff member
- § Any other misbehavior violation that would be deemed major

**Serious Incidents:** These incidents will be turned in to the office via a Disciplinary Report providing details of the incident/offense. A parent/guardian will be contacted by mail or phone. The Principal will administer disciplinary action ranging from in-school supervision to out of school suspension. The disciplinary action will be based on the frequency and the severity of the incident. Administrator discretion and due process will apply to all incidents. All state and federal regulations for Special Education population will be followed. The asterisk (\*) indicated violations that may be reported to law enforcement. These incidents may include, but are not limited to:

- § Repeated Major violations
- § Fighting\*
- § Possession of or use of tobacco products
- § E-cigarettes or vaping devices
- § False fire alarms\*
- § Direct disrespect toward a staff member
- § Unwelcomed sexual advances or request
- § Lighters or any other item brought with non-violent intentions
- § Destruction of or damage to school or private property\*
- § Any other misbehavior violation that would be deemed serious

**Extreme Incidents:** These incidents will be turned in to the office via a Disciplinary Report providing details of the incident/offense. A parent/guardian or emergency contact will be contacted by phone. The Principal will administer disciplinary action ranging from out of school suspension to recommendation for expulsion. The disciplinary action will be based on the frequency and the severity of the incident. Administrator discretion and due process will apply to all incidents. All state and federal regulations for Special Education population will be followed. The asterisk (\*) indicated violations that will be reported to law enforcement. These incidents may include, but are not limited to:

- § Repeated Serious violations
- § Arson\*
- § Use or Possession, Sale or Distribution of drugs including Alcohol\*
  - This includes look-a-likes and any form of Alcohol in the school building, on school grounds, at school extra-curricular activities, and school trips.
  - This also includes over the counter as well as illegal drugs.
- § Physical sexual contact\*
- § Violent threats to staff members or students\*
- § Bomb threats or any involvement in\*
- § Cyber threat to the school– a threat made through the use of technology/cyber platform or any involvement in that causes a Disruption to the school day or the educational process\*
- § Weapons\*
  - This includes any object intended to be used in a violent action or used in a threatening/intimidating manner in the school building, on school grounds, at extracurricular activities, and school trips. Examples of weapons are but not limited to: guns (rifles, shotguns, pistols), knives, brass knuckles, clubs, or look-a-likes of any of the aforementioned.

### **Alternative Learning Placement**

Administration reserves the right to place a student at the Learning Alternative Branch (LAB School/ Annex) for actions causing disruptions to the learning environment, such as but not limited to continuous disruptive behavior, aggressive/violent behavior, or other extreme incidents. A student may also be placed for the purpose of credit recovery.

### **Suspension/Expulsion Procedures**

Students shall have the opportunity to know the specific charges or allegations leveled against them; the right to present their version of the incident; and the opportunity at various levels to appeal the decision rendered at any lower level. The student will be advised of the reason(s) for the proposed suspension/recommendation for expulsion and the evidence in support of the reason(s). The student will be afforded an opportunity to respond. The Principal will confer with any student, who is under consideration for suspension prior to taking any disciplinary action. Prior to the suspension/recommendation for expulsion, the Principal will ascertain if the student is a Special Education student and will follow special education procedures. The Principal, after following the above due process procedures, may determine whether to suspend or recommend the student for expulsion. When in the opinion of the Principal, a student poses an immediate threat to school staff, students, or school property, or poses a threat of disruption to the educational process, may have the student removed from the school without holding a suspension conference as set forth above.

### **Expulsion Hearings/Board Suspension Review Hearings**

A hearing officer appointed by the Board of Education will conduct expulsion hearings and Board suspension review hearings when requested by a parent/guardian. Such hearings will be conducted in accordance with administrative regulations established by the Superintendent. The Board of Education will review the testimony and evidence in executive (closed) session at its next regular meeting or at a special board meeting called for such purpose. The parent/guardian may appear before the Board of Education at such a meeting and present any additional information that may assist the Board's final decision. Final action on the proposed expulsion or suspension review will occur in open session following the closed session meeting.

### **Accommodating Individuals with Disabilities**

All reasonable efforts will be made to address the needs of individuals and students with disabilities. School activities, including parent/teacher conferences, board meetings, and athletic events are handicapped accessible. Seating for wheelchairs and other accommodations will be made available at school functions.

### **Aggressive Behavior/Bullying/Intimidation/and Harassment**

It is the desire of this school district to provide an educational environment for students free from acts of aggression, bullying, intimidation, and harassment. Board policy (7:180) addresses and prohibits students from using aggressive behavior, bullying, intimidation, and/or harassment toward others while on school grounds, school buses, school activities and/or through the use of electronic devices. This policy also allows for the investigation and disciplinary actions to be taken for the use of information from an electronic device that is accessed at a non-school-related location, activity, function, or program or from the use of technology or electronic device that is not owned, leased, or used by the school district if the bullying, intimidation, and/or harassment causes a substantial disruption to the educational process or orderly operation of the school. Aggressive behavior is defined as assertive words and or actions intended to threaten, injure, intimidate, harass, or any form of bullying. Examples of bullying may include, but not limited to severe or pervasive Physical bullying, Verbal bullying (excessive name calling, intense teasing, and spreading rumors/gossip for the purpose of humiliation), and Cyber bullying (communications made in writing or electronically through the

use of an electronic device at school or non-school location). To be considered bullying, incidents must be occurring on several occasions (Isolated incidents would not be considered bullying) and can be reasonably predicted to have the effect of one or more of the following:

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

The Principal will administer disciplinary action ranging from noon detention(s), in-school supervision, to out of school suspension. The disciplinary action will be based on the frequency and the severity of the incident. Administrator discretion and due process will apply to all incidents.

### **Parent/Guardian Responsibility Law**

Public Act 95-914, makes parents/guardians of unemancipated minors, 11 through 18 years of age, liable for actual damages up to \$20,000 for the first act or occurrence of a willful or malicious act and up to \$30,000 if a pattern or practice of willful or malicious acts by a minor exists for a separate act or occurrence.

### **Gang Activity Policy**

The presence of gangs and or gang activities can cause a substantial disruption in school activities. A "gang" is defined in this policy as any group of two or more persons whose sole purpose include the commission of illegal acts and fall under the definition in the Illinois Revised Statutes concerning Secret Societies.

In order to prohibit the existence of gangs and gang activities, no student on or about school property or at any school activity:

1. Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things, which are evidence of Membership or affiliation in any gang.
2. Commit any act of omission, or use any speech, either verbal, non-verbal (handshakes, gestures, etc.) showing membership in a gang.
3. Use any speech or commit any act or omission by furtherance of the interests of any gang or gang activity.

Students who violate this policy will face disciplinary action, including possible suspension or recommendation for expulsion.

### **Lockers**

Each student in grades 3-8 will be assigned a locker for the purpose of storing school related items and coats/jackets. Students are responsible for their own articles and the contents in their assigned locker. Students in grades 3-5 can have a lock on their locker, but they have to provide their classroom teacher a key or combination. Jr. High students (grades 6-8) will also be assigned a P.E. locker for the purpose of storing P.E. clothing. Jr. High students may have a lock on their locker in the hall and in P.E., but they must provide the office with a key or the combination. Violation of not providing a key or combination can result in the lock being cut off in the event of a search. Students shall be reminded that lockers are considered school property and may be searched at any time. The search may be conducted with or without the student's presence. The school does not recognize any right of privacy that a student may wish to claim in regards to the locker. All lockers must be kept clean and free of trash. It is the duty

of the student to notify the office of any damage or malfunction of the locker. Students will be held responsible for any deliberate damage done to the lockers.

### **“Hands-Off” Policy**

Pope County Elementary/Jr. High will operate under a “Hands-Off” policy. Specifically, this means no hand holding, kissing, or other displays of affection between students will be permitted during school, on school trips, and at school activities. Disciplinary action for displays of affection will range from a verbal warning to an out of school suspension.

### **Dress Code and Guidelines**

The following guidelines have been established to promote a proper learning environment, maintain discipline, avoid safety hazards, and to refrain from distracting and disrupting the educational process of the school. The school reserves the right to establish rules during the school year regarding new fashions in dress. The Principal will designate dress-up days for activities such as Spirit Week.

- § Clothing that advertises or promotes drugs, alcohol, tobacco or that is sexually suggestive in nature (pictures or words) is considered inappropriate for school. The appropriateness of the clothing will be left to the judgment of the Principal.
- § Clothing and accessories shall not display lewd, vulgar, obscene, offensive language or symbols. The appropriateness of the clothing will be left to the judgment of the Principal.
- § Pajama pants, spandex or other clothing deemed inappropriate or revealing will not be allowed.
- § Bare backs and bare midriffs are unacceptable. Students must dress in solid, non-mesh, non-see through material from the shoulders to the mid-thigh. Clothing that exposes undergarments is not acceptable. pants or shorts must be worn at the waist, not below the waist (No “Sagging”). Undergarments must not be visible at any time.
- § Spaghetti straps, tank t-shirts, and tank tops shall not be worn by any student in grades 3-8.
- § Deep-scooped necklines that expose cleavage and cut shirts exposing any part of the rib area are not allowed.
- § Jeans, pants, shorts, or skirts should not contain holes above the “tip of the thumb” rule or above any part of the pocket area, and expose any part of an undergarment.
- § Shorts, skirts, or dresses must be of modest length and not revealing (**no shorter that the length of your thumb tip with arms straight down**). They must not be cut up the sides and must also be visible Under shirts/tops.
- § Any apparel or piercing considered a safety hazard will not be permitted.
- § Hats, caps, hoods, bandannas, or any other head apparel including sunglasses shall not be worn in the school building.
- § Students need tennis shoes for P.E. (Jr. High students will also need a t-shirt and gym shorts).
- § Flip-Flops are not recommended.

Students will be required to change clothing deemed inappropriate by the administration. If other apparel is not available, the parent/guardian will be required to bring appropriate clothing or take the student home.

### **School Search Policy**

Student's person or possessions (lockers, book bags, cell phones, or desks, etc...) may be searched by a school official provided the school official has reasonable grounds to suspect that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. The extent or scope of the search shall be reasonably related to the objectives of the search and not exceedingly intrusive in light of the age and sex of the student and the nature of the infraction.

In the case of imminent threat to the safety of the students, as in the case of a suspected weapon, a school official or employee may conduct the search immediately. In cases where no such imminent threat is present, the official or employee will try to secure the presence of the Principal or his designee.

Students and parents should be aware that police dogs may be used without prior notification. These dogs will have access to any and all areas of the school premises, including vehicles in the parking lot.

#### **Student Search Policy Guidelines:**

A search of a student or the student's property is permitted by a staff member when there are reasonable grounds for suspecting that the search will provide evidence that the student has violated the rules of the school district. When the police are called, they should be advised of the situation so they may take whatever action they deem necessary. Staff members may not act in a manner inconsistent with the instructions of the police.

### **Nondiscrimination**

As provided by Title IX, Americans with Disabilities Act, and Section 504 of the Federal Guidelines for Handicapped Students, Pope County Schools do not discriminate on the basis of sex, race, national origin, or physical handicap(s) in its courses, programs, extracurricular activities, or employment practices.

An Illinois State Board of Education rule prohibits schools from discriminating against students (23 Ill.Admin. Code 1.240) and The Illinois Human Rights Act prohibits a school from denying a student the "full an equal employment of its facilities, goods, and services" on the basis of sexual orientation.

### **Sexual Harassment Policy**

Board Policy (7:20) deals with the administrative procedures for complaints of sexual harassment. If an employee, student, or other individual files a complaint, the administrative representative with whom the complaint is filed shall inform the complainant of his or her rights under this policy and undertake corrective action. In all cases, and regardless of the individual remedial measures taken, the administrative representative to whom the complaint has been referred shall provide the Superintendent with a complete written report of each complaint within ten (10) days of the date the complaint was filed.

Students do not have to tolerate behaviors from others that fall under the categories of sexual harassment or intimidation. Sexual harassment is defined as any unwanted, unwelcomed sexual behavior, which interferes with your mental or physical well being. Examples of sexual harassment include suggestive or offensive comments, advances, taunts, touches, or gestures. Students who are subjected to such behavior should immediately inform the perpetrator to stop the behavior (at least as directed toward the student in question). If the behavior persists or is deemed to be a serious transgression, the student should immediately report the behavior to a teacher. The teacher, regardless of the action taken, should report the episode to the principal.

Each formal complaint will be investigated. Students guilty of harassment will be disciplined accordingly. Penalties can range from a reprimand to expulsion and criminal prosecution.

### **Sex Offender Registry**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. The Illinois State Police provides an online listing of sex offenders required to register in the State of Illinois ( <http://www.isp.state.il.us/sor/> ) and maintains the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry ( <http://www.isp.state.il.us/cmvo> ). The database is updated daily and allows searching by name, city, county, zip code, compliance status, or any combination thereof.

There is also a link to the site from the school website: <http://www.popek12.org>

### **Video Surveillance Policy**

**Purpose:** Maintaining the health, welfare, and safety of students, staff, and visitors while on school district property and the protection of school district property are important functions of the school district. The behavior of individuals who come on to school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school district property. The school board recognizes the value of video/electronic surveillance systems in monitoring activity on school property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and school district property.

#### **Placement:**

- School district buildings and grounds may be equipped with video cameras.
- Video surveillance may occur in any school district building or on any school district property.
- Video cameras may be used to monitor student behavior on school buses transporting students to and from school or extracurricular activities.

#### **Use of Video**

Video will be viewed by school district personnel on a random basis and/or when problems have been brought to the attention of the school district.

### **Media and Public Information/Promotion**

The school district may release information involving school activities, honor roll, etc. for the purpose of positive promotion of the school and the students. This information may include photographs, video productions, and names. If a parent/guardian prefers not to have their child included in any of these releases, we must have a signed statement from the parent/guardian on file in the school office.

### **Visitors**

The parents/guardians are welcome to visit our school. All visitors will be required to enter through the main entrance located near the office. A security system is in place and will be used to allow visitors to enter the building. It should be noted that all visitors are required to sign in at the office immediately upon entering the school. Visitors or parents/guardians should not go directly to the classrooms. **NO VISITORS ARE ALLOWED DURING TESTING.** This will help minimize any disruption to the educational process in our school.

Students **should not** bring a guest to school, since this may disrupt or interfere with the normal school routine. **Passes will not be issued to students from other schools.**

**No** visitors during lunch periods will be allowed.

### **Pest Control Notification**

This School District takes the responsibility to notify students, parents, or guardians, and the school staff of upcoming pesticide treatments. Notice will be given to all parents and staff on the monthly calendar.

### **School Closings**

If necessary to close school due to emergency or inclement weather, the information will be announced on the following television stations:

WSIL TV	Channel 3
WPSD TV	Channel 6
KFVS TV	Channel 12

We will also be using Blackboard, a voice messaging system which will contact two phone numbers provided by the student's parent/guardian concerning closings or other vital information. To keep this system up to date it is vital you contact the office if your phone numbers change.

### **Emergency Drills**

For the protection of your child, fire and disaster drills are held at various times during the school year. Such drills are necessary for the safety of students in a school. Since safety and rapid evacuation are vital factors in a fire drill, attitudes should be ones of seriousness and students should avoid running, pushing, and shoving. If everyone will do his/her share, we can avoid any serious mishaps.

In the event of a storm warning or civil defense warning, no child will be dismissed early. If a severe storm such as a tornado is imminent at the regular dismissal time, we will hold the children at school until we have evidence that the storm has passed. The drill sounds are intermittent for the disaster drill and continuous for the fire drill.

### **Vision and Hearing Screenings**

The State of Illinois mandates annual vision and hearing screenings be completed for the following students:

- Preschool children 3 years of age and older enrolled in an educational program
- Kindergarten, 2<sup>nd</sup> grade, 8<sup>th</sup> grade
- Special Education students
- Transfer students
- Teacher referrals

### **No-Pass/No-Play Policy**

Athletics serve an excellent function in our schools. However, it must be understood that academic learning is our first priority. Student athletes are expected to perform academically as well as athletically. The Principal and Athletic Director will monitor academic progress and enforce the following penalties.

Students on out of school suspension will be suspended from the team for the duration of the suspension. Students will also be suspended from playing for two dates in which athletic events in their particular sport take place. Second suspension from school results in suspension from the team for the remainder of the school year.

**Student Athletic Policy:**  
Pope County Unit District #1  
Student Athletic Policies

It shall be the goal of Pope County Unit #1 School District and students who participate in any extra-curricular activities to promote school spirit, sportsmanship, academic success, and high moral standards. Those students selected to participate in extracurricular activities should consider it an honor to represent the Pope County Pirates.

All students participating in extracurricular activities will be expected to adhere to and abide by the following guidelines:

**Grade Policy**

As a result of House Bill 452 and pursuant to Section 10-20.30 of the School Code, Pope County Unit School District has adopted the following grade policy:

- A.** In cases where school attendance or grade policies have been violated, the coach or sponsor in conjunction with Administration will determine the appropriate disciplinary action. In Athletics, IHSA Rules of Conduct are the minimum standard that will apply.
1. **School Attendance:** Students/Athletes are required to be in attendance, as specified in the attendance policy. Failure to comply with attendance policies will result in possible disciplinary action by the coach or sponsor and/or disciplinary action in accordance with school policy.
  2. **Eligibility:** To be eligible for participation in extracurricular programs, students may be failing no more than one class as indicated by the weekly eligibility checks. The eligibility checks are done on the first business day of each week with reports being submitted to the coach/sponsor that day. *This grade is to be the student's current semester grade, i.e.-current transfer grade.* The period of ineligibility then begins Monday and runs through Sunday.

If the above criterion is not met, a student is suspended from further participation until the next weekly teacher report indicates that the criteria have been met. *In addition, if a student is failing two or more classes at the end of a semester, that student will not be eligible until the end of the next semester when grades are received. (Simplified: pass fall = eligible for spring; pass spring = eligible for fall-IHSA 3.022)*

<u>Action</u>	<u>Consequences</u>
1 <sup>st</sup> Offense	Ineligible for one week; no contests
2 <sup>nd</sup> Offense	Ineligible for one week; no contests, no practices
3 <sup>rd</sup> Offense	Removal from Extracurricular Activity

- *IHSA now randomly drug tests its member districts' student athletes who have qualified as individuals or as members of a team for selected State series competitions.*

**B.** At all practices and events, students are expected to conduct themselves in a manner that reflects the highest standards. It is the responsibility of all coaches/sponsors to monitor their team/group at all times, in all places. Any complaint to the school administration will receive serious attention by the administration. The administration has sole discretion in determining consequences of all such actions.

**C.** Use, possession, or deliverance of Tobacco, Vape, or Alcohol (in any form). When a Pope County Community Unit School District staff member, school official, or law enforcement officer reports a violation of the extracurricular code, the coach/sponsor



and principal will meet to discuss the violation and any penalties that will be assessed. Violations must be based on proven knowledge and not hearsay evidence.

<u>Action</u>	<u>Consequence</u>
First Offense	Suspension from next three (3) games/contests/ activity.
Second Offense	Expulsion from current sport/activity for the remainder of the year.
Third Offense	Expulsion from ALL sports/activity participation for 12 months from the date of the third offense.

**D.** Use, possession, sale, or deliverance of any controlled substance, look-alike substance, or cannabis, as defined by the Illinois Statutes:

<u>Action</u>	<u>Consequence</u>
First Offense	Suspension from half of the scheduled games/ contests/activity.
Second Offense	Expulsion from current sport/activity for the remainder of the year. As a part of the expulsion, and in order to be reinstated the student must attend an approved counseling program when drugs or alcohol are involved (at his or her own expense), to address such problems. The student will also not be allowed to participate in any activity, organizations or club for the remainder of the school year.
Third Offense	Expulsion from ALL sports/activity participation for 12 months from the date of the third offense.

*Note: Reinstatement for the next season or sport will be left to the discretion of the head coach of the next sport.*

**E.** Commission of any other Criminal Offenses or Illegal Activity/Behavior:

In the event a student commits any other criminal activity, any suspension and/or expulsion will be determined by the administration and /or the Board of Education. Student punishment will be based on the severity of the act that has taken place.

<u>Action</u>	<u>Consequence</u>
First Offense	Suspension half of the scheduled games contests/activity
Second Offense	Expulsion from current sports/activity for the remainder of the year.
Third Offense	Expulsion from ALL sports/activity participation for 12 months from the date of the third offense.

Students, whether spectators or participants, must ride the school bus to any school event and come home on the school bus unless the coach and principal have made other arrangements. A student may ride home with his/her parents provided the coach or proper school authority is notified in writing and approves. Prior approval from the coach and principal must be given for a student meeting the bus in route to a game.

**F.** No Student/Athlete may quit or be dismissed from one sport for violation of this Code and become a member of another team or practice for another sport during the same season. A Student/Athlete who, by his or her own decision quits a team during the school year and wishes to return to that team/organization must meet with the

coach/sponsor and administration to request and obtain approval for his or her reinstatement. Should a physical condition limit a Student/Athlete in one sport, but not in another, the Student/Athlete may participate with the consent of the coaches/sponsors.

A Student/Athlete cut from a squad will be permitted to try out for another team, if the coach/sponsor of the second team so desires or approves. However, a Student/Athlete cut from a squad for insubordination or improper activities shall not be considered on any other squad for that sport season. A Student/Athlete will complete the established procedures for returning all equipment or pay for loss of the same. These rules also apply to Students/Athletes who transfer to Pope County High School from another school.

#### Policy on Absences From Practice or Game/Contest/Activity

1. Unexcused absences at practices or games will result in the player sitting out 1 game/contest/activity. The second unexcused absence will result in the player's dismissal from the team.
2. Excused absences at practice or game will be used at the discretion of coaches as per team policy. (i.e. running laps, not starting a game)
3. Practices or games missed due to attendance at school-approved events will be treated as excused.
4. If a player is habitually absent from practice or games for any reason, the coach will confer with the player and the principal about the problem. If attendance does not improve, the player will be dismissed from the team.
5. In general, if a player is at school, he/she is expected to attend practice, even if injured.
6. Players on athletic suspension must be in uniform and sit on the bench during the game.

#### Suspensions- (In-School or Out of School)

*Students under an out of school suspension are not allowed to attend or to participate in any extra-curricular activity during the period of the suspension. Students serving an In-School Supervision will not be allowed to participate in any extra-curricular activity on that particular day.*

Students receiving two out of school suspensions will be removed from the team for the remainder of the school year.

These suspensions are only punishable during the specific extra-curricular season. There is no carry-over from one season to another.

#### Attendance at Extracurricular Activities

If a student wishes to participate in or attend an extracurricular event on a day when school is in session he/she must be in attendance at least one-half of the school day. If a student must leave school early due to sickness, even though he/she may have been there more than half the day, that student will not be able to participate. The only exception to this rule would be an excused absence for reason other than illness (such as funeral, family emergency, or other unavoidable emergencies). In such cases, the student or his/her parents are required to notify the school **in advance** of the absence, in order to determine the student's eligibility to participate in or attend extracurricular activities that same date. The principal will make the final decision.

If the absence is considered unexcused or if the school is not notified in advance, the student will not be permitted to participate in or attend the extracurricular activity that day. Doctor and dentist appointments, college visits, and other routine activities should not be scheduled on the days of extracurricular events and may not be approved if the student misses more than half the day. A student may attend or participate in an extracurricular activity on a non-school day immediately following a school day on which he/she was absent only if the absence is excused.

#### Rules of Conduct during Indoor Athletic Events

1. Students may not be on the stage during a ballgame.
2. Students may not go outside during the ballgame unless they are leaving the property for the evening.
3. Students who leave the premises and then return must pay to re-enter the game.
4. No loitering in the gym lobby during the ballgame.
5. Do not block or hold open the doors to the gymnasium during the ballgame.
6. Students are only allowed in the lobby or at the concession stand between quarters, half time and between games.
7. Students are not to be running around the gymnasium or running to the restroom during the game.
8. Students may not use unauthorized entrances into the ballgame. (i.e. stage, locker room, side hall and back doors to gymnasium)

#### **Code for Good Sportsmanship**

A school is judged by the conduct of its participants and spectators during any contest. We want our school to be held in high esteem. You are asked to study this code of good sportsmanship and abide by it.

1. I will at all times conduct myself in a respectful manner.
2. I will at all times show sportsmanship-like attitudes as a participant or spectator towards opponents and officials.
3. As a participant, I will always strive to do my best to win but to make my efforts fair according to the rules.
4. As a participant/spectator, I will accept the officials' decisions and refrain from unwholesome comments and actions which reflect adversely on my school and myself.
5. I will demonstrate in practice and play a love of sports and teamwork not for personal glory or gain but for enjoyment and satisfaction, whether winning or Losing.
6. Participants/spectators must refrain from the use of profanity and "trash talk."

Anyone who participates in extracurricular activities is expected to represent the school by demonstrating good behavior at all times. Any actions deemed inappropriate can cause the player/student to be suspended from games/contests and from the team. Major violations can result in removal from the team.

#### **Injuries and illnesses**

Athletes should report all injuries and illnesses, no matter how minor in nature to the coach immediately. The coach will refer all appropriate injuries to the athletic director and building principal. Parents will be notified. The athletic coach will determine the best course of action to protect the athlete and hasten his/her return to the team. Any athlete who is examined by a licensed health care professional and the licensed health care professional states they cannot

participate must have a signed release from a licensed health care professional before the athlete can return to practice or competition.

### **Concussion Signs and Symptoms**

Athlete appears dazed or confused, forgets sports play, unsure of score, game or opponent, moves clumsily, loses consciousness (even briefly), personality or behavior changes. Athlete reports a headache or pressure in head, nausea, balance problem, dizziness, double or fuzzy vision, feeling sluggish, foggy or groggy, concentration or memory problem, and confusion. A student athlete does not have to lose consciousness to have suffered a concussion.

Any player who exhibits signs, symptoms or behaviors consistent with a concussion or head injury will be immediately removed from the game or practice and will not return to play until cleared in writing by a licensed health care professional. Depending on the injury, an emergency vehicle may be called; if the student is symptomatic but stable the student may be transported by the parent to their health care provider. Student athletes who have any of the described signs, symptoms or behaviors of a concussion should be promptly taken for an appropriate medical evaluation. Concussion protocol will be followed for any student, who has been diagnosed by a licensed health care professional with a concussion. This will include any academic area as well as any extracurricular activity. The protocol used will be based on the individual needs of the student until the student is released from medical care due to a concussion.

### **Dangers Involved with the Use of Anabolic Steroids**

Anabolic steroids are considered controlled substances and are illegal to possess or sell without a prescription for a legitimate medical condition by the prescribing physician. Athletes who have injected anabolic steroids are at a greater risk for infections, HIV and hepatitis. Other possible negative side effects from the use of anabolic steroids include:

- Decreased eventual height
- Secondary sex characteristic changes
- Increased acne
- Growth of body/facial hair in girls
- Loss of hair in boys
- Sexual dysfunction and impotence
- Mood swings, loss of sleep, paranoia, and violent/combatative behavior
- Depression upon the discontinuance of use
- Organ damage and death from heavy use

## **School Wellness Policy**

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004.

### **Goals for Nutrition Education**

The goals for addressing nutrition education include the following:

- Schools will support and promote good nutrition for students.
- Schools will foster the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum. See School Board policy 6:60, *Curriculum Content*.

### Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See Board policy 6:60, *Curriculum Content*.
- During the school day, all students will be required to engage in a physical education course, unless otherwise exempted. See Board policy 6:60, *Curriculum Content*.
- The curriculum will be consistent with and incorporate relevant Illinois Learning Standards for Physical Development and Health as established by the Illinois State Board of Education.

### Nutrition Guidelines for Foods Available in Schools During the School Day

Students will be offered and schools will promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System published jointly by the U.S. Department of Health and Human Services and the Department of Agriculture.

In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall control food sales that compete with the District's non-profit food service in compliance with the Child Nutrition Act. Food service rules shall restrict the sale of foods of minimal nutritional value, as defined by the U.S. Department of Agriculture, in the food service areas during the meal periods and comply with all applicable rules of the Illinois State Board of Education.

### Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

#### Monitoring

The Superintendent or designee shall provide periodic implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy.

### Community Input

The Superintendent or designee will invite suggestions and comments concerning the development, implementation, and improvement of the school wellness policy from community members, including parents, students, and representatives of the school food authority, school administrators, and the public.

#### LEGAL REF.:

Child Nutrition and WIC Reauthorization Act of 2004, PL 108-265, Sec. 204.

Child Nutrition Act of 1966, 42 U.S.C. §1771 et seq.

National School Lunch Act, 42 U.S.C. §1758.

42 U.S.C. §1779, as implemented by 7 C.F.R. §210.11.

105 ILCS 5/2-3.139.

23 Ill.Admin.Code Part 305, Food Program.

ISBE's "School Wellness Policy" Goal, adopted Oct. 2007.

CROSS REF.: 4:120 (Food Services)

### **Title I Program**

The Title I Program is a federally funded educational program equipped to aid the academic needs of children and provide educational support to parents. Title I services are provided in grades K-8 at Pope County Elementary school. Decisions regarding participation in the program are made by the parent, classroom teacher, and the Title I teacher. The objective of the Title I Program is to help students improve reading and/or math skills in order to achieve grade level competency. The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts, which are detailed in Board Policy 6.170. These documents are available for review upon request.

#### **School Parental Involvement Policy**

***In support of strengthening student academic achievement, each school that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to, parents of participating children a written parental involvement policy that contains information required by section 1118 of the Elementary and Secondary Education Act (ESEA). The District's Policy is 6:170 of the Board of Education Policy Manual. The procedures that follow implement the Board of Education's Policy.***

#### **PART I.**

#### **GENERAL EXPECTATIONS**

The **Pope County Elementary School** agrees to implement the following statutory requirements:

- Consistent with section 1118, the school will work to ensure that the required school level parental involvement policies meet the requirements of section 1118 of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA. **(See Enclosure)**
- Schools will notify parents of the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy will be made available to the local community and updated periodically to meet the changing needs of parents and the school.
- In carrying out the Title I, Part A, parental involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and including alternative formats upon request and, to the extent practicable, in language parents understand.
- If the school-wide program plan for Title I, Part A, developed under section 1114(b) of the ESEA, is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school submits the plan to the local educational agency (school district).
- The school will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the 1 percent reserved goes directly to the schools.
- The school will build its own and the parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the

school, parents, and the community to improve student academic achievement.

The school will provide other reasonable support for parental involvement activities under section 1118 of the ESEA as the parents may request.

The school will be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition: *Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:*

- (A) *that parents play an integral role in assisting their child's learning;*
- (B) *that parents are encouraged to be actively involved in their child's education at school;*
- (C) *that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- (D) *the carrying out of other activities, such as those described in section 1118 of the ESEA.*

**PART II.  
DESCRIPTION OF HOW SCHOOLS WILL IMPLEMENT REQUIRED SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS**

1. The **Pope County Elementary School** will take the following actions to involve parents in the joint development of its school parental involvement plan under section 1118 of the ESEA:
  - *Provide annual parent-teacher meeting for Title I parents*
  - *Implement School/Parent Advisory Committee meetings during the school year*
2. The **Pope County Elementary School** will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
  - *Provide annual parent-teacher meeting for Title I parents*
  - *Implement School/Parent Advisory Committee meetings during the school year*
3. The **Pope County Elementary School** will hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a time convenient for parents and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite all parents of children participating in Title I, Part A programs to this meeting, and will encourage them to attend, by:
  - *Personal invitations sent home to parents*
  - *Providing other opportunities for conferences at convenient times as needed on an individual basis.*
4. The **Pope County Elementary School** will provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet by:
  - *Annual parent/teacher conferences*
  - *Discussion of School/Parent Compact*

- *Discussion of testing results from local assessments*
5. The **Pope County Elementary School** will, at the request of parents, provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible by:
- *Presenting school-wide meetings in which reading/math approaches or instructional strategies are presented to parents or community when requested or deemed necessary.*
6. The **Pope County Elementary School** will provide each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading by:
- *Yearly results from all required state achievement tests*
  - *Quarterly grade reports*
  - *Other available local assessment results*
7. The **Pope County Elementary School** will take the following actions to provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002) by:
- *Letter sent home to parents*
  - *School Report Card*
8. The **Pope County Elementary School** will provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the actions described in this paragraph --
- the state's academic content standards,
  - the state's student academic achievement standards,
  - the state and local academic assessments including alternate assessments,
  - the requirements of Part A,
  - how to monitor their child's progress, and
  - how to work with educators:
- *Promote school-wide meetings in which reading/math approaches or instructional strategies are discussed*
  - *Annual Parent/Teacher conferences*
  - *Conduct Parent/School Advisory Committee meetings throughout the school year*
9. The **Pope County Elementary School** will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster parental involvement, by:
- *School-wide meetings in which reading/math approaches or instructional strategies are discussed and shared with the parents*
  - *Annual Parent/Teacher conferences*
  - *Conduct Parent/School Advisory Committee meetings throughout the school year.*
10. The **Pope County Elementary School** will, with the assistance of its parents, educate



its teachers, pupil services personnel, principals and other staff in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

- *Participate in annual parent/teacher conferences*
- *Support local parent-teacher organization*
- *School in-services and outside agency sponsored workshops*

11. The **Pope County Elementary School** will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, and Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs. The school will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

- *Inform parents and coordinate appointments for pre-school screenings through Wabash & Ohio Valley Special Education District.*

12. The **Pope County Elementary School** will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

- *Personal contact with parents every year*
- *Letters sent home from school*
- *Note at bottom of correspondence with alternative interpretations available upon request*

### **PART III. ADOPTION**

This School Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by parents' signatures on School-Parent Compact to comply with Board of Education Policy 6:170.

This policy was adopted by the **Pope County School District #1** on Thursday, September 23, 2010. The school will distribute a copy of this policy via the student handbook to all parents of participating Title I, Part A children on or before their student's first day of attendance.

### **Parents Right to Know**

At Pope County Elementary School, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal rules related to teacher qualifications. These rules allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

## **Pope County CUSD #1 Policy Information**

### **To: Parents and Citizens of Pope County CUSD #1**

This is to inform you that your school district, Pope County CUSD #1, is an **EPSDT Medicaid Provider** with Illinois' State Medicaid Agency, **Healthcare and Family Services (HFS)**. **EPSDT** (Early Periodic Screening, Diagnosis and Treatment) is a federal mandate on the States to provide early intervention / prevention services to children, age birth through 18. The services are allied health care services provided by the district's pupil personnel or by allied professionals under contract with the district. As an **EPSDT Medicaid Provider**, the District is entitled to collect federal Medicaid funds to share in the cost of providing health care services to the children enrolled in the school district.

The allied health care service practitioners include school nurses, speech therapists, psychologists, social workers, physical and occupational therapists, personal health aides, counselors, hearing and vision screeners and special transportation services. These services may be provided to students per his / her **IEP** (Individual Education Plan) or to students within the standard education program. Both the State and Federal governments mandate the school district provide the above referenced health care services to students based upon screenings / assessments that are completed. The Medicaid claims are filed and processed per the district's contract with a billing service agency and the reimbursement funds received are used to meet the cost of providing these health care services.

The health care services listed on a student's IEP are provided with parental consent and at "no cost" to the parents. This "no cost" provision is in compliance with Public Law 94-142 - "Education of the Handicapped Free and Appropriate Public Education", IDEA - "Individual Disabilities Education Act", PUBLIC Law 100-360 and State of Illinois – State Board of Education mandates. The District, an **EPSDT Medicaid Provider**, is eligible to claim federal Medicaid funds for the health care services provided to students enrolled in Illinois' Medicaid – All Kids Program.

Medicaid is a governmentally funded program by the State of Illinois and the Federal Government. The Medicaid coverage has no lifetime cap on benefits and does not contain any pre-existing condition clauses or limitations. Eligibility to participate in the State's Medicaid program is based upon a family's income, absence of health insurance or limited coverage per a private health insurance plan. In addition, The District, as an **EPSDT Medicaid Provider**, serves as an administrative agent for HFS with the responsibility to encourage parents to explore the benefits of Medicaid coverage for their children.

Please go to the HFS Web Site for more information on Medicaid and its Benefits:  
[www2.illinois.gov/hfs/Pages/default.aspx](http://www2.illinois.gov/hfs/Pages/default.aspx)

Please contact Paula Baker at the District office if you have any questions concerning this School District Policy Information.

#### SCHOOL-PARENT COMPACT

The **Pope County Elementary School** and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during the **2022-2023** school year.

#### REQUIRED SCHOOL-PARENT COMPACT PROVISIONS

**Provisions bolded in this section are required to be in the Title I, Part A school-parent compact.**

School Responsibilities

**Pope County Elementary School will:**

1. **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**
  - *Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:*
  - *Quality instruction and programs in reading and mathematics*
  - *Appropriate and effective remedial programs in basic skills*
  - *Individualized assessment and instruction as necessary*
  - *A staff committed to meeting the needs of the whole child*
2. **Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.**

Specifically, those conferences will be held:

*Parent/Teacher Conferences are held on the following dates and times:*

**October 6, 2022 (All day)**

*Parents are also welcome to schedule a conference with their child's teacher at any time throughout the year as well. Please call the Elementary office at 683-4011 to request a meeting.*

3. **Provide parents with frequent reports on their children's progress.**

Specifically, the school will provide reports as follows:

  - *A mid-term and quarterly report will be mailed to parents. If needed, a weekly or daily report specific to your concerns will be provided.*
4. **Provide parents reasonable access to staff.**

Specifically, staff will be available for consultation with parents as follows:

  - *Even though teachers are available for any concern you may have, we do not want to set student instruction time aside during the day, unless absolutely necessary. Please call the Elementary office at 683-4011 to leave a message for a staff member and they will be happy to return your call and also set up a time for a meeting.*
5. **Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities, as follows:**

*Parents are encouraged to volunteer and be active members of the Pope County School community. Please call Mr. Blankenship to find out how you may be able to offer your time and services. Parents may also contact our PTO president to find out how you may be able to offer your time and services to our PTO.*

#### Parent Responsibilities

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

- Monitoring attendance.
- Ensuring that homework is completed.
- Monitoring the amount of television children watch.
- Volunteering in a child's classroom.
- Participating, as appropriate, in decisions relating to my child's education.
- Promoting positive use of my child's extracurricular time.

- Staying informed about my child’s education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.

**Student Responsibilities**

As a student, I will share the responsibility to improve my academic achievement and achieve the state’s high standards. Specifically, I will:

- Do my homework every day and ask for help when I need it.
- Read at least 30 minutes every day (or have parents read to me) outside of school time.
- Give my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

**Pope County Elementary School**

School

**2022-2023 School Year**

Date

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

**Paula Allen**

Principal

**Pope County School District #1 Technology Sign-Off**

The Pope County School District promotes the use and development of electronic networked information resources as a means to support learning and to enhance instruction. The school’s computers and networks are provided for students to conduct research, to become proficient with technology, and to communicate with others. The technology is to be used by students in a manner consistent with the expectation of student conduct in the Pope County Community Unit School District.

Students will be held accountable for their behavior and any materials which they view, download, and/or produce. Appropriate disciplinary action will be taken against students who violate school rules governing the use of technology. The individual who logs onto a computer is responsible for all activities in that account. Therefore, students should not share passwords and log off the computer when finished using the computer. The use of technology is a privilege that carries with it responsibilities. Students will abide by district policies and rules of behavior. Students will use all reasonable efforts to avoid sites with inappropriate content and to immediately exit from such sites entered inadvertently. The following guidelines for the use of

technology are not all-inclusive. A student who commits an act of misconduct which is not specified will be subject to disciplinary action. Illegal activities involving technology may also result in referral to law enforcement authorities. If a student chooses to bring their own personal electronic device (i.e.: Tablet, Laptop, Ipad, Smartphone, Kindle, etc.) they assume total responsibility for that device. The use of the device should only be used under the direction of the teacher for class work or projects.

When students are using technology, they will not:

- Use inappropriate, obscene, profane, vulgar, or offensive language.
- Use inflammatory speech, harass others, or attack others.
- Send, display, or download offensive messages or pictures affecting the learning environment.
- Use any electronic communications except those required by an instructor for a specific educational project. The communications are to be conducted under the immediate supervision of that specific instructor.
- Violate rules of copyright and shall assume that any software that they did not create is copyrighted.
- Use messaging service and electronic mail unless for a specific class project.
- Reveal their personal address or phone numbers, or those of other users.
- Use technology for any illegal activities.
- Access any unauthorized Internet sites as determined by school personnel.
- Misuse their access privileges and shall avoid impersonation, anonymity, or unauthorized sharing of security measures.
- Damage the systems by messages, physical abuse, viruses, or any other manner deemed improper.
- Violate policies and procedures of networks and systems linked by technology.

Violation of the provisions of this policy (or any reasonable rules and regulations established under this policy by a building principal) will result in the denial of technology access and/or other disciplinary action up to expulsion.

**We have read and understand the content of the above Technology Policy.**

**Student Name (Please Print)** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

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

### **School Operations During a Pandemic or Other Health Emergency**

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency. During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in

consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.

2. Available learning opportunities may include alternative learning methods and may require a modified learning schedule.
3. Students will be expected to participate in the alternative learning methods as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in the alternative learning methods will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child(children) to school if their child, siblings, or any other students living within the household exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.