

# **ST. ROSE SCHOOL DISTRICT 14-15**

## **PARENT AND STUDENT HANDBOOK**

### **2011-2012**

#### **Forward**

This handbook was organized through the efforts of students, teachers, parents and the school administrator. It has been designed to help you to learn more about your school and how it works. It contains some policies and procedures, information about the school schedule, special events and other helpful information. This information is provided so that parents and students will understand what is expected at St. Rose School.

St. Rose School takes pride in its academic success and the opportunities provided for students. It takes a team effort from everyone in order to have a good place to work and learn. Parents should review the comments of the handbook with their children to help them understand what is expected of them at school.

The contents of this handbook are not to be considered any type of contract, but merely a guideline to help in ensuring fair and consistent expectations from all of our students. Parents should retain the handbook for future reference. It is also located on our website under resources and publications.

#### **School Administrator**

The Superintendent of Schools is Dr. Patricia Cornell. The school office telephone number is (618) 526-7484 and the fax number is (618) 526-7168. The superintendent's extension is 223 and the email address is [pcornell@strosedistrict14-15.com](mailto:pcornell@strosedistrict14-15.com). Please feel free to ask questions, share information or concerns as needed.

#### **School and Office Hours**

School office hours are from 8:00 A.M. to 4:00 P.M. on school days. The office phone number is 526-7484. The fax number is 526-7186. There is a directory to find the extension for each teacher or staff member.

Our website is located at [www.strosedistrict14-15.com](http://www.strosedistrict14-15.com). It contains much useful information including the school calendar, lunch menus, activity calendars, and registration paperwork.

#### **Visiting School**

State law requires the public to report to the office before visiting any part of the school building and before making contact with any in-school personnel. Just "stopping by" the room interrupts classroom procedure and is unfair to both the teacher and the students in the class. Parent's visiting will be required to sign in and sign out and wear a visitor's badge. Visitors may enter the building only through designated entrances.

#### **Residency Requirements**

St. Rose School is required to comply with requirements of the Illinois State Board of Education concerning student residency. In order to attend the District, a student must be a legal resident of

the District. In determining residency, the residence of a person who has legal custody of a student is deemed to be the residence of the student.

A homeless child, as defined by State and Federal law, may attend St. Rose School District 14-15. The District's Homeless Liaison is Denise Burrus, attendance secretary who may be contacted at (618) 526-7484 x 221. Board policy 6:140 and 7:50, available at the district office, contains additional information on the implementation of administrative procedures governing the enrollment of homeless children. There are funds available to help those who are in this situation and have need.

### **Attendance**

Attendance is an important factor in student achievement and success in school. Regular attendance is essential if a student is to take advantage of the educational opportunities the school offers. Regular attendance develops dependability, responsibility and demonstrates the value of education. Parents are primarily responsible for their child's regular school attendance.

At St. Rose School, students in Kindergarten through grade eight attend school from 8:30 a.m. until 3:10 p.m. **Children who do not ride the bus are not to arrive at school before 8:20 a.m.** unless attending the morning religion classes affiliated with St. Rose Parish.

### **Notification of Student Absences**

We ask that parents contact the school office when their children will be absent. Phone calls to school can be made at anytime, but should be made by 9:00 a.m. The parent may leave the absent notification at mailbox 221 located on the school's voice mail system.

The school is responsible to make an effort to telephone and notify parents that their children are absent from school if the reason for the absence is unknown. Notification will be made by school personnel within two hours after the first class. Please make sure that all emergency contacts are accurate so calls can be made in a timely manner.



An excused absence will be issued for personal illness, death in the family, doctor and dental appointments, emergencies, observance of religious holidays and certain types of prearranged absences requested by the parents and approved by the principal. Family vacations will not be excused.

Unexcused absences will be issued when there is insufficient cause for an absence or if communication between the parent and school has not occurred as described under "excused absence".

St. Rose School District 14-15 is required to report excessive absences to the Regional Office of Education. (Excessive absences is defined as 18 unexcused days.) Parental contact will be made prior to the referral to the Regional Office of Education with the intent of remediation. In some cases, a truant officer may be involved.

### **Medical Excuses**

If a student will be absent for three or more school days, the school will require a physician's statement as to the nature of the illness/injury and the length of time the student will be out of class. If a student should be excused from participating in a physical education activity, an appropriate

note must be presented to the school office stating the medical reason the student may not participate and the length of time the student is to be excused from the activity.

**Absences and Make-up Work**

Teachers, at their discretion, may provide work for the child during the absence. Make-up work may be required upon the student’s return to school. The teacher will give the student a reasonable opportunity to make up work missed after a non-disciplinary absence. However, the amount of make-up work and time allowed to complete it will be at the discretion of the teacher.

**Leaving the Building During School Hours**

Before removing a student from school when school is in session, parents or guardians must first come to the office to identify themselves and to sign out the student. Under no circumstances will a student be permitted to leave school to walk home while class is in session without parent permission.

**Sending Gifts to School**

The administration request that parents, relatives and friends refrain from sending flowers, balloons and/or other gifts to students at school. These gifts create a classroom disruption and a hazard on the school bus. Any item sent to school will be held in the school office until the end of the school day.

**Cafeteria**

St. Rose Grade School serves lunch every day and complies with the nutrition requirements of the National Lunch Program. The cost of lunch is:

Grades K-8	\$ 1.75	Adults	\$ 2.25
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White or chocolate milk may be purchased in the cafeteria for \$.30 per box; and juice, chocolate milk and white milk are available at recess for \$.30 per box. Lunches may be brought to school by students who wish to do so. Children may not drink soda with their lunches (even if the soda is brought from home).

Fruit and other nutritious snacks will be sold during the morning break. Students may purchase these items during this time for a reasonable price.



Charges for recess milk and cafeteria services are assessed at the beginning of each month. Bills containing the next month’s assessment and/or charges from the previous month will be on the bill. Families are encouraged to keep current with their lunch and snack bills. Reminders will be sent to those whose charge amount is over \$50.00. Free or Reduced Lunch prices are available for those who qualify. Guidelines and paperwork can be requested through the office.

Parents temporarily unable to meet their financial obligations must make arrangements through the school principal for special consideration. Unique circumstances will be evaluated on a case-by-base basis at the Superintendent’s Office.

## **Waiver of Fees**

The Board of Education may waive fees for textbooks and assessed fees when appropriate. Eligibility for waiver of school fees shall require the family to receive aid to dependent children from the State of Illinois or free lunch under the School Free Lunch Program Act (105 ILCS 125/.01 et seq.) The application for a waiver of fees must be submitted on the appropriate form available from the school office. The parent/guardian shall submit written evidence of eligibility with the application. Evidence can include a copy of their approved application for free lunch. It should be noted, that the book fee waiver does not include those eligible for reduced lunches. The Superintendent shall hear cases of individual hardship not meeting the above qualifications.

If a request for fee waiver is denied, parents shall be mailed a copy of the decision within thirty (30) calendar days of receipt of the request. Parents/guardians who do not pay fees at the time of registration, and subsequently do not file an application for waiver of fees, shall be mailed a notice of non-payment of fees.

Due process, in case of a dispute concerning waiver of fees, will be provided as follows:

1. If the waiver is denied, the parent/guardian may appeal to the superintendent within fourteen (14) days of denial. The appeal must include written documentation concerning eligibility for waiver of fees. The superintendent may accept or deny the waiver in writing, within fourteen (14) days of the appeal.
2. If the parent/guardian is still dissatisfied, an appeal may be made to the Board of Education in writing, within fourteen (14) days of the denial. The Board of Education will study the documentation at the next regular board meeting. The decision of the Board of Education is final and binding.

## **Required Examinations and Health Services**

**Health Physicals:** Illinois law mandates that all pupils entering kindergarten, sixth grade, and all newly enrolling out of state pupils must have a physical examination completed on an Illinois physical form. Examinations can be made anytime within one year prior to the entrance in school and are due in the office by October 15.

**Sports Physicals:** Participation in interscholastic sports also requires an annual sports physical examination. The physical must be on file prior to the start of practice.

**Vision Examinations:** As of January 1, 2008, Illinois law now requires proof of an eye examination by an optometrist or physician who provides complete eye examination be submitted to the school no later than October 15 of the first year the child is enrolled.

**Dental Examinations:** As of July 1, 2005, Illinois law mandates that all pupils in Kindergarten, Second, and Sixth grades must have a dental examination. Dental examination forms must be submitted to the school by May 15<sup>th</sup> of the current school year (Forms must be dated between July 1st and May 15th of the current school year).

Other examinations of individual pupils by qualified physicians licensed to practice medicine in all its branches in Illinois may be required by the school administration under certain conditions, which school officials believe warrant such an examination.

All physical, sports physical, dental and vision forms are available on the website under resources and forms.

### **Required Immunizations**

- A. D.P.T. (diphtheria, tetanus, pertussis)  
Having received 4 or more D.T.P. doses

Four or more doses, with the three doses received no less than four weeks apart and the final or ending dose being a booster. The booster must have been received no less than six months after the first dose and on or after the fourth birthday, but prior to school entrance.

- B. O.P.V. (oral polio vaccine)  
Three or more O.P.V. (polio)

Three or more doses, with two doses received no less than six weeks apart; a booster must have been received no less than eight months after the last dose and on or after the fourth birthday, but prior to school entrance.

- C. M.M.R. (measles, mumps, rubella)

Receipt of the first measles vaccine at fifteen months or older, or a physician diagnosed case (providing dates and physician certification) or laboratory evidence of an antibody titre of 1:6 or greater provided in the student's health record. If the vaccine was received before fifteen months but after twelve months of age, a statement from a physician must be attached to the child's health record form.

The mumps vaccine must have been received at twelve months of age or older, (if given in combination with measles vaccine, must be given at fifteen months) or had a physician diagnosed case (providing dates and physician certification) or laboratory evidence of antibody titre of 1:6 or greater in the student's health record.

The rubella vaccine must have been administered at twelve months of age or older. (If given in combination with measles vaccine, it must be given at fifteen months of age.) A second M.M.R. is required.

- D. HBV (Hepatitis B)

Students entering school are required to have the HBV vaccine. Three doses are required; the second dose must be a minimum of four weeks after the first and the third dose must be more than two months after the second dose.

- E. Chickenpox (Varicella Vaccine)

Any child 2 years of age or older enrolling in a school program (Pre-K, Parents-as-Teachers, and Kindergarten) shall present evidence of having received one dose of varicella vaccine or other proof of immunity. The varicella vaccine must have been received on or after the first birthday.

F. If a parent is interested in the HPV vaccination for their child, they should contact their area Health Department.

### **Administration of Medication**

No child shall be permitted to carry medication on his person or in his lunch box during the school day. It is encouraged that all medications be taken at home if at all possible. The school reserves the right to reject requests for administration of medication. Students may be given medication only when the medication has been prescribed by a licensed physician to practice medicine in Illinois and then only when the physician has determined that it is essential the student be administered the medication during the school day. To take medication at school the student must have:

- A. A properly executed medication form signed by a parent.
- B. Medication must be brought to school in a container appropriately labeled by the pharmacist.
- C. Medicine must be brought to the office upon arrival at school along with a “Medicine Dispensing Form” signed by the parent or guardian. The medicine should be taken at the appropriate time and the student should pick-up the medicine from the office just prior to school dismissal.
- D. This policy includes any non-prescription medications such as Tylenol, Ibuprophen, and cough drops. If a child needs these medications, the parent must provide them in the original container with a signed medication form.

Some students have visual, hearing or other health problems, which are known to their parents and about which school officials should be aware. Please notify school officials on a separate sheet (doctor’s verification is appreciated) and it will be attached to your child’s physical form.

### **Student Use of Inhalers For Asthma**

Students may carry an inhaler for asthma as long as the following has taken place

- A. The parent has returned a “Physician Request for Self-Administration of Medication” signed by a licensed Illinois physician.
- B. The parents have signed and returned to the school office a “Parent Agreement to Carry Medications.
- C. The Parents have signed the “Policy Statement” clarifying that they understand the school’s policy.

### **Emergencies**

The school will attempt to keep emergency information on each student so that a parent can be notified in the event of an emergency involving his or her child. **If there is a change of address or telephone numbers for the parents or guardians, please notify the school of the change as quickly as possible so that our information can be kept current.** In case of severe illness or accident, the parents or guardians will be called as soon as possible. In attempting to contact parents, we will use the following sequence:

- 1. Parents’ home and/or cell phone
- 2. Parents’ business
- 3. Other emergency number provided by parents

## **Accidents**

If the student is involved in an accident or receives an injury while participating in a school program, an accident form shall be completed within 24 hours of the occurrence.

## **Student Insurance**

As of July 1, 2007 Prairie State Insurance Cooperative will provide coverage for students at St. Rose School subject to the policy agreement. This insurance covers accidents that occur while attending regular school sessions and is considered a secondary insurance to the family insurance. The school will supply the necessary accident form and a claim form from PSIC if needed. Information on this policy is available through the office.

## **Vision and Hearing Screenings**

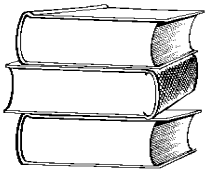
St. Rose School does its own vision and hearing screenings. All records of these screenings are turned over to the Illinois Department of Public Health as required by law. Any child entering school for the first time is required to have a vision assessment by a licensed Illinois Ophthalmologist or Optometrist. The required form is available on the website and must be turned into the office by the October 15 compliance date.

### **Grades Receiving School District Administered Vision/Hearing Screening:**

Pre-Kindergarten	(Both vision and hearing)
Kindergarten	(Hearing only)
Grade 1	(Hearing only)
Grade 2	(Both vision and hearing)
Grade 3	(Hearing only)
Grade 8	(Vision only)
Special Ed (All Grades)	(Required both vision and hearing)
Any Teacher Referral	(Both vision and hearing)
Any Requested by Parents	(Vision and/or hearing)

The school must comply with these state required vision and hearing screenings. If a parent does not want their child's vision and/or hearing screened, this request must be presented to the school office in writing prior to October 1 of that same school year.

## **Curriculum**



St. Rose School is proud of their academic standing. For the past several years, the students have scored in the top 5% of the state on the ISAT tests. The curriculum is aligned to the Illinois State Standards and is both rigorous and demanding. Throughout the years, the students have proven that it is also reasonable and excellence is achievable.

Physical Education class is provided to demonstrate the importance of a healthy body and lifestyle. The participation of all students in physical education classes is required at all levels, except for those who are physically unable to participate. An excuse from a licensed physician is required for any student who is to be excused from more than three consecutive class periods. Programs may be modified for those who cannot participate fully. A regulation gym suit is not required; however, for safety reasons, gym shoes are required.

## Grading and Report Cards

St. Rose School District uses two separate grading systems.

In kindergarten, students are given letters to indicate mastery of certain skills.	In grades one through eight, students receive letter grades based on a numerical value:
E – Excellent	A = 93 – 100
S – Satisfactory	B = 85 – 92
NI – Needs Improvement	C = 76 – 84
U – Unsatisfactory	D = 70 – 75
	F = below 70

Grade cards are issued four times a year; at the end of each nine-week period. The school also issues **Mid-Term Progress Reports** to all students each grading period to inform parents of student's progress. Mid-term progress reports are to be signed and returned to the child's homeroom teacher.

### Honor Roll

Students whose grade point average for the quarter is above 96.5 will be recognized with High Honor Roll. Students whose grade point average for the quarter is between 96.4 and 92.5 will be recognized with Honor Roll. Students on either honor roll may not have any grades of D or F on their quarter report.

### Testing Program

St. Rose School tests students in Grades 2-8 in fall using the Iowa Basic Skills Test. This assessment provides information on students' academic abilities entering the grade. Students in grades Kindergarten and First are tested in spring as a measure of abilities exiting the grade. These tests provide a comparison to students in the same grade across the country.

Students in Grades 2 + 7 also take the Cognitive Abilities Test (CoGat) as an indicator of individual abilities.

According to State Requirements, students in Grades 3-8 take the Illinois Student Achievement Test (ISAT) in March of each year. This test measures student performance against other students in the state. Student performance is an important part of our school improvement process.

### Grades On-Line (Internet)

All students' class grades may be checked daily by parents at the following Website: <http://iiod.ssts.com>. Parents must enter the child's "Student ID Number" and "Student PIN Number" in order to access their child's information. The parent will only be able to access their child's information. All ID number and PIN numbers are kept confidential.

### Homework

Homework is assigned in grades kindergarten through eight. As a student progresses through the grades, parents should expect the amount of homework to increase. Students may have additional homework to do at home due to missed classes, extra study for examination or preparations for special projects.

### **Speech and Language**

During the school year, the speech and language therapist may screen a child's speech and language, as a part of a group screening, or upon request from a classroom teacher. Parents may also request a screening. When the speech and language therapist has completed the screening, a preliminary determination of the child's speech and language competency will be made. Parents will be notified in writing if the child requires further testing.

### **After-School Tutoring**

St. Rose offers an after-school tutoring program for those students who need to stay after school to complete homework. This hour is supervised and assistance with homework is available. The program meets from 3:15-4:00 on Monday through Thursday.

### **Title I Services and Response to Intervention**

Title I is a service provided to children for extra help with reading skills and math. The Reading Specialist and Aide work with the classroom teachers to determine which strategies or programs will benefit the students. Students in kindergarten through grade four attend sessions daily. Fifth through eighth grade students attend twice per week. Title I Reading places an emphasis on phonemic awareness, phonics, vocabulary, comprehension and fluency.

### **Special Services**

Special Education teachers assist students with circumstances that require educational interventions to ensure an appropriate learning environment. Early intervention is essential in educating children with disabilities. Early identification of a child with individual learning styles and specific needs is an important segment of a student's educational performance. A parent (guardian) may contact St. Rose School to discuss their child's progress in school. Together, parents and staff can determine if additional information and testing is necessary. Educational testing is offered through Kaskaskia Special Education District.

St. Rose School provides a variety of services for children with special needs both on campus, off-campus, and in collaboration with Kaskaskia Special Education District.

If a parent thinks that their child would be eligible for and benefit from these services, they should contact either the school principal or the special education teacher.

### **Homebound**

If a student's absence from school due to illness is in excess of two weeks, the school may provide homebound instruction. A form requesting homebound instruction must be completed and signed by a physician licensed to practice medicine in all its branches. Once receiving homebound instruction, a student must have a medical release from the doctor to return to school.



## **Retention**

Parents of any child considered for retention will be fully apprised of the possibility by the teacher before any action is taken. A meeting between the teacher, principal, and parents will determine the best course of action for the child. The final decision shall rest with school officials.

St. Rose District 14-15 shall not promote students to the next higher grade level based upon age or any other social reasons not related to the academic performance of the students, as mandated by the *Illinois School Code* (105 ILCS 5/10-20.9a(b).)

Nothing in this policy prohibits retention of a student if the parents or guardians, teachers, and administration mutually agree that retention is in the best interest of the child.

## **Parental Right to Inspect Instructional Materials**

Parents are entitled to inspect all instructional materials used in connection with any survey, analysis or evaluation. No student will be required to submit to any survey, analysis or evaluation which reveals the kind of information specified in 20 U.S.C. 1232h without prior written consent of parents (or consent of student age 18 or emancipated). Copies of the law, which are referenced, are available in the school office for inspection during business hours.

## **Curriculum Objections**

Parents who have moral objections to certain aspects of the curriculum shall fully inform the school officials in writing of their objections and school officials shall make a decision as the appropriate remedy, if any. When school officials determine that it is practical and appropriate the remedy will be to excuse the student from the portion of the curriculum which is offensive and to substitute another comparable activity.

## **Student Records**

St. Rose School District #14-15 will comply with all federal and state laws, and all State Board of Education rules and regulations relating to the Illinois School Student Records Act and other applicable enactments.

1. The student permanent record shall consist of basic identifying information, academic transcript, attendance records, accident reports, record of release of permanent record information, and other basic information.
2. Eighth Grade student permanent records shall be sent on to the High School the student attends entering 9<sup>th</sup> grade.
3. The student temporary record shall consist of all information not required to be in the student permanent record including family background information, test scores, psychological evaluations, teacher anecdotal records, and discipline information.
4. Parents have the right to: a. Inspect and copy the record. b. Challenge the contents of the record. c. Grant consent before records may be released. d. Copy records proposed to be destroyed.
5. Student temporary records are destroyed within five years after the student has transferred, graduated or otherwise permanently withdrawn from school.
6. Local, state, and federal educational officials have access to student records for educational and administrative purposes without parental consent.

Full and complete copies of the laws, rules, and regulations will be kept in the school office and may be obtained through the superintendent.

### **Rights Under The Family Educational Rights and Privacy Act (FERPA)**

Parents have the:

1. Right to be informed
2. Right to inspect and review the student's educational record
3. Right to challenge and amend misleading or inaccurate information in the record
4. Right to control disclosure of record
5. Right to complain to FERPA officials

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, the St. Rose District 14-15 is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for 4 or more consecutive weeks by a teacher not highly qualified, the school will notify you.

### **Band Program**

An instrumental band begins in grade four. The band program is not mandatory. Those wishing to participate in band are required to pay a \$35.00 fee at the beginning of the year. **The fee pays for materials to operate the program and includes the cost for summer band.** Lessons are scheduled during the school day and throughout the summer. Additional practice time at home is necessary for the child to make acceptable progress.



### **Library**

St. Rose School has a substantial library that offers a variety of genre for students to read and enjoy. All grades go to the library weekly and have the opportunity to check out books appropriate for their reading level. Books are to be returned in the same condition as checked out to preserve them. Normal wear is understandable; however a charge of the cost to replace the book will be made for damaged books. A late fee of .25 per day will be made for students who are more than one week late on returning their book. We encourage reading as a source of information and as a positive activity for our students.

### **Extra Curricular Activities**

St. Rose School has a basketball program for students in grades five through eight. The midget basketball program is comprised of fifth and sixth graders. The junior varsity team is made up of seventh graders and the varsity team is made up of eighth graders. The coaches may promote students to more advanced teams at their discretion.

St. Rose School has a volleyball program for grades five through eight. Volleyball is structured by grade level in the same manner as basketball. The volleyball coaches may also promote players at their discretion.

St. Rose School also has a cheerleading squad comprised of students from the fifth through eighth grade. However, due to lack of participation in recent years, the midget and varsity squads were merged, and a panel of judges no longer selects the varsity squad. Students will be required to participate at all varsity games as well as games chosen at the coach's discretion.

Students participating in an extra-curricular activity are charged a \$25.00 fee for each activity in which they participate. This fee is used to defray the cost of these programs. In addition, students who want to participate in extra-curricular activities must be passing all classes.

### **Dress Code**

Students are expected to be neat, clean, and fully dressed in good taste at all times. The administration and staff at St. Rose believes the manner in which students dress affects their classroom behavior. Students are expected to dress in a fashion that will not be dangerous to their health and safety or create a distraction to the educational program. In order to promote a clear understanding of the school's expectations regarding dress and appearance, the following guidelines are provided.

1. Shoes must be worn at all times. Sandals will be allowed when the weather turns consistently warm. **Flip-flop style sandals must have a hard sole** due to safety and health requirements. All students are required to have tennis shoes for Physical Education class.
2. Students may wear shorts when the weather turns consistently warm. When shorts are worn, they must be within the following guidelines:
  - a. **Shorts must be mid-thigh or longer in length.**
  - b. Spandex or biker's shorts are not permitted, nor any shorts that are considered tight fitting.
  - c. Slits or cuts that expose bare skin in the area of the upper leg will not be allowed.
  - d. Skirts are expected to meet the same guidelines.
3. Students are not permitted to wear pants with intentional rips for the purpose of fashion. Rips that expose bare skin in areas at or above the knee will not be allowed. Pants should be of an appropriate length such that students are not walking on them. Boys will not be allowed to "sag" where underclothing is exposed and girls will not be allowed to wear low-rise pants where underclothing is exposed.

4. Coats, jackets, hoodies or other sweatshirts are required for outdoor recess and will be worn at the discretion of the recess supervisor. As a guideline, students will have indoor recess if the temperature or wind chill factor falls below 32 degrees. Hats are not to be worn indoors during the school day.
5. No clothing will be allowed with immoral, offensive, or suggestive prints or wording. This includes clothing that advertises tobacco, alcohol or drugs, or contains profanity, has ethnic or sexual connotations.

Students arriving at school wearing clothing that does not meet the above guidelines, will be asked to change or provided an appropriate shirt or sweatpants to wear for the day. Parents will be notified of the offense.

These dress rules apply at all school functions, activities or sporting events, whether at St. Rose School or at any away school function, activities, or sporting events.

### **Student Conduct**

Student behavior should be based on respect for and consideration of the rights of others and the belief that all should be treated with kindness.

Standards and procedures for discipline are established to provide a safe environment for students and is conducive to learning. We believe that students should exhibit good citizenship, demonstrate respect for all individuals of the school community, and practice self-discipline. Consequently, our main goal in this regard involves guiding students toward mature and responsible behaviors. We are cognizant that students are individuals and have basic rights and responsibilities. A variety of methods may be used to implement these policies. Keep in mind that corporal punishment is prohibited in Illinois.



The jurisdiction of the school for student conduct includes, but is not limited to, all of the following: the transportation of students to and from school, whether by bus, or other vehicle, or walking; the presence and actions of students on campus during the school day and after-school activities; the presence and actions of students at school sanctioned activities that occur off campus; or anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or negatively affect or interfere with school purposes or an educational function.

### **Code of Conduct for Extra Curricular Activities**

Proper conduct and proper behavior are a requisite for social behavior whether it is at school or in the community. Misconduct while at school or during school-related activities could result in students being prohibited from participation in such activities. Students are required to be in attendance for at least half of the school day of the event if he/she is to participate or attend that event. Any exceptions must have prior approval from the coach/sponsor and the principal.

At no time are students or visitors allowed to be in the school or the hall between the cafeteria and school. Students under fifth grade are expected to be with their parents. It is the responsibility of the supervisors to monitor the game.

## **Discipline Plan**

Each student has a right to pursue an education in an environment free from disruptive, destructive, or distractive influences, and free from fear of personal harm or damage to property. It is of prime importance that parents understand and are supportive of the disciplinary procedures of our school, and that students are aware of the consequences of misconduct.

Referrals are given to serve notice to parents that the child has committed a rule infraction or failed to complete their homework. It is the hope of the school that the parent will remind their children that it is important to follow rules and complete their assigned work. After a student receives three referrals of any type, he or she will serve a detention. These referrals are cumulative throughout the school year.

School personnel reserve the right to consider and to apply an appropriate punishment for each offense based solely on the facts of that offense. General Misconduct is conduct that is distracting, disruptive, or disorderly but poses no physical danger to persons or property. Serious Misconduct is conduct which poses potential for minor injury to person or minor property damage.

Please note the following:

If a child is assigned a detention, the parents will receive notice from the principal. The notice must be returned to the school on the day following receipt by the parent. Parents will be telephoned if the slip is not returned. Detentions will be served on Wednesdays after school from 3:15 p.m. until 4:15 p.m. Children will not be permitted to walk home from school following service of a detention.

- After a student has been assigned **5 detentions** within one school year, he/she will no longer be eligible (during that school year) to go on any class trip or trip sponsored by any extracurricular organization that occurs during the school day.
- After a student has been assigned **8 detentions** within one school year, he/she will no longer be eligible to participate in any extra curricular activities or attend special events.
- After a student has been assigned **10 detentions** within one school year, he/she will be brought before a discipline hearing committee consisting of teachers, non-related parents, and a member of the Board of Education. The intent of the committee will be to discuss ways to help the behavior to improve.
- Failure to serve an assigned detention will result in an additional detention being assigned. Both detentions, the one missed and the additional detention will be counted in the total number of detentions for the student.

**Gross Disobedience or Misconduct** is conduct which poses potential for injury to persons or property damage, any physical act of verbal abuse directed at a teacher or other authorized personnel that is disrespectful, profane or inflammatory; the repeated violation of school rules or regulations; conduct that threatens to disrupt the educational process and/or operation of the school.

## **Bullying or Harassment**

The District's expectation is that all students conduct themselves with a proper regard for the rights and welfare of other students and adults. Therefore, St. Rose School District 14-15 will not tolerate any type of bullying or harassment. Such acts are considered serious and will be treated as serious or gross disobedience. (Policy 7:180)

1. **Bullying** which is defined as repeated actions, physical, oral, or written intimidation or threats which has the effect of forcing someone to do something against his/her will or to hurt another physically or emotionally; as well as substantially interfering with the student's academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school.
2. Infringing upon the lawful rights of other persons, including intimidation and **harassment**, which involves repeated acts from one individual or group towards another individual or group.

St. Rose Administration and Teachers encourage all members of the school community, including students, parents, volunteers, and visitors, to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence. Parents will be involved in the remediation process and where appropriate, law enforcement will be informed.

## **Drugs, Alcohol and Tobacco**

The possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look-alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school-sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student in any instance where the school can demonstrate a reasonable connection to the school program. For purposes of this policy, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

Any student found to be in violation of this policy shall be subject to discipline in accordance with school district's discipline policies, rule and regulations as provided herein.

## **Vandalism**

Students damaging school or student property will be responsible for damages. Parents shall be held responsible for the acts of their children.

## **Suspension**

Suspension is the removal of a child from school and all other school related activities for a period of not more than ten school days per occurrence. Before a student is readmitted after a suspension has been assigned, a parental conference at school will be scheduled.

Each suspension will be reported immediately to the parents or guardians along with a full statement of the reasons for the suspension and a notice of the parents's right to review of the suspension before the school board. Upon the request of the parents or guardian, the School Board shall review the suspension. At the review, the parents or guardians of the pupil may appear. At the hearing, the parents and the student may be represented by counsel at their expense; they shall have the right to know the evidence against the student, and shall be permitted to present evidence in the student's defense. At the conclusion of the hearing, the Board may take such action as it finds appropriate.

### **Expulsion**

Expulsion is the exclusion of a student from school and all school related activities for a period in excess of ten school days in any given instance. Expulsion shall be imposed only after the parents have been requested to appear at a meeting of the school board. Such request shall be made by registered or certified mail and shall state the time, place and purpose of the meeting. The board shall state the reasons for the expulsion and the date on which it is to become effective. At the hearing, the parents and the student may be represented by counsel at their expense; they shall have the right to know the evidence against the student, and shall be permitted to present evidence in the student's defense. At the conclusion of the hearing, the Board may take such action as it finds appropriate.

### **Electronic Devices**

These guidelines apply to electronic devices:

- Students are discouraged from bringing any type of electronic device to school. The school does not take responsibility for these items.
- Students are prohibited from using a cellular telephone, video recording device, personal digital assistant (PDA), MP3 Players, IPODS, Kindles, Nooks, or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. **All electronic devices must be kept off and out of sight during the regular school day unless:** (a) the supervising teacher grants permission for supervised educational purposes; (b) use of the device is provided in a student's IEP; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction.

It is recognized that possession of cell phones may be permitted for contact with parents for extra-curricular activities. They must be kept out of sight and in an inconspicuous location throughout the activity or event.

### **Title IX**

St. Rose Elementary School District 14-15 is operated in compliance with all relevant laws regarding discrimination on account of sex. Any person who believes he or she has experienced sex discrimination at school shall be entitled to prompt and equitable resolution of the alleged discriminatory practice.

- a) If the grievance cannot be resolved between the complainant and the person responsible for the alleged violation, a written complaint shall be filed with the grievance officer.
- b) The grievance officer will meet with the grievant when appropriate and will render a written decision within 30 days of his or her receipt of the appeal.
- c) If grievant is not satisfied with the grievance officer's decision, the grievant may file a written request for a formal hearing with the Superintendent of Schools. The superintendent or his designee will hold a formal hearing within 30 days of the receipt of the written request and shall render a decision within 45 days of the written request.
- d) At the hearing, the grievant may be represented by counsel at his or her expense, who shall be permitted to present evidence. At the conclusion of the hearing, the superintendent may take such action as he or she finds appropriate.

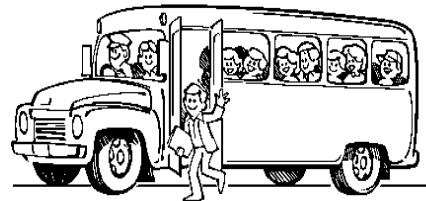
The superintendent shall be designated as the coordinator and grievance officer for Title IX implementation and inquiries. He or she shall insure that steps are taken for compliance with Title IX.

**Further Appeal:**

- a) A dissatisfied grievant may appeal any local decision to the Educational Service Region Superintendent.
- b) A dissatisfied grievant may appeal any Educational Service Region decision to the State Superintendent of Education.

**School Buses**

School buses are operated for the convenience of all students and their parents. The safe transport of students is a primary concern and, therefore, bus riders are expected to conduct themselves in a manner that is not distracting to the bus driver. The following rules will be enforced:



1. Students must remain seated at all times when the bus is in motion.
2. Students are to talk quietly.
3. Students are to keep their hands, feet, and belongings to themselves.
4. Students are to remain on the bus until their designated stop.
5. Eating and drinking is prohibited on the bus.
6. Students will follow the directions of the bus driver.

An infraction of these safety rules will result in the following:

1. After one verbal warning, the bus driver will write a misconduct notice with a copy given to the principal. The principal will discuss the situation directly with the student.
2. After a second bus misconduct notice is given to the student, the principal and bus driver will discuss the behaviors with the student and the parent/guardian.
3. The third bus misconduct notice will result in the student being suspended from riding the bus for a period not to exceed 10 days. Parents will be notified of the dates and length of the suspension before it begins and will be expected to make alternate arrangements for the student to attend school on the days the suspension is in effect.

4. Serious infractions will be handled on an individual basis. A student may be removed from the bus for the remainder of the school year.

### **Field Trips**

Field trips are an educational activity for students. Teachers may limit and/ or select chaperones at their own discretion. Many places may require or limit a certain number of adults per students. Transportation issues and costs may limit the number of adults who may chaperone. It is recommended by the administration that parents not selected as a chaperone refrain from attending the field trip. Only children presently enrolled in the grade going on the field trip may ride the bus.

Parents who attend field trips must remember that their role as chaperone is to assist with the class as a whole and not attend to their own child singling them out and taking away from the group. Special treats or purchases should not be allowed.

### **Parent's Picking up or Bringing Students to School**

For safety reasons, parents are to deliver or pick up students only at the two main entrances on Main Street. Only buses will be permitted to pick up and deliver students on the rear parking lot behind school. **Parents should not park behind school.**

### **Transportation Policy for Extra-Curricular Activities**

St. Rose District 14-15 will not provide transportation to and from games, tournaments or other extra-curricular activities outside of the school day. Parents are responsible to ensure that their child is at the designated site at the time indicated by the Coach, Athletic Director, or Sponsor. The District appreciates the support shown by parents on this change in programming.

### **Riding Bicycles to School**

Children are permitted to ride bicycles to school. The bicycles must be parked in the designated area on the parking lot located behind the cafeteria. Students are not allowed to ride their bikes during the school day and are asked to walk their bicycles when near the buses primarily when students are being picked up or dropped off. All students are encouraged to wear safety helmets.

### **Cancellation of School**

Should school be canceled, it will be posted on the local TV stations and radio stations by 6:00 A.M. The decision to close is made by a group of Clinton County Administrators and the posting will read "Clinton County Schools". The following television and radio stations are contacted: Channels; 2-KTVI, 4-KMOV, and 5-KSDK and Radio WCXO- 96.7, WJBD AM & FM- Centralia, and WGEL – 101.7 in Greenville.

St. Rose School currently has a contract with the Alert Now Automated Message System. An automated phone message will be sent to the phone number provided by parents for such contacts indicating closings or emergencies.

If possible, (meaning we have electricity) school closings will be posted on the home page of the website as soon as the decision is made.

**Early Dismissal:** In cases where school needs to dismiss early, all parents will be contacted to the best of our ability through the Alert Now System and public media.

### **Public Conduct on School Property**

The district shall, in order to maintain public order on real property owned or rented by the school district, require that no person on school property shall:

1. Injure or threaten to injure the person of another.
2. Damage the property of another or the school district.
3. Violate a provision of the penal law of the State of Illinois or ordinances of the counties of Madison, Clinton or any other appropriate governmental unit.
4. Smoke tobacco in any form.
5. Consume, possess or distribute alcoholic beverages at any time.
6. Conduct himself/herself in such a manner as to impede, delay, or otherwise interfere with the orderly conduct of the educational program of the school district or any activity taking place on school property which has been authorized by the Board of Education, superintendent, principal, or other authorized school personnel.
7. Enter upon any portion of the school premises at any time for the purposes other than those that are lawful and/or authorized by the Board.
8. Willfully violate other rules and regulations adopted by the Board, which are designed to maintain public order on school property.

As circumstances warrant, appropriate action will be taken.

### **Asbestos**

The school's Asbestos Hazard Emergency Response Act (AHERA) inspection and management plan has been completed and submitted to the Illinois Department of Public Health as of April 17, 1989. Asbestos Professional Services, Inc. of Breese, Illinois, conducted the inspection and developed the management plan. The firm also conducted necessary awareness training for required staff. The management plan is available upon request for public inspection at the District Office.

### **Integrated Pest Management Plan**

St. Rose School has adopted an "Integrated Pest Management Plan". The plan is the result of Public Act 91-0525 and Public Act 91-0099. The laws require the school district to notify parents and staff 48 hours prior to pesticide application inside or outside the school building. St. Rose School has developed a plan and contracted with a pest control company to use jells and baits rather than sprays, except in cases of major infestations. The primary purpose of the law is to limit exposure of students with asthma or other breathing maladies to pesticides.

The District will develop a registry of names, of individuals who wish notification prior to the spraying of a pesticide. A form to place your name on the registry will be available at registration and in the school office.

### **Mandated Reporters**

It should be noted that all employees of a school, as well as the members of the Board of Education, are required by Illinois State Code to report any suspected child abuse whether physical, emotional, or neglect. If a parent or community member is concerned about the welfare of a child, the contact number for the Department of Child and Family Services is 1-800-25A-BUSE.

**Parent Involvement**

Parents have an opportunity to be involved in their child's education through volunteering and being involved in the Parent Advisory Committee. The Parent Advisory Committee has been involved in the school improvement process in the past and will also discuss the Parent Student Handbook and recommend changes for the next school year. If you are interested in serving on the Parent Advisory Committee, please let the office know through any school staff member.

**Notice of Nondiscrimination**

Applicants for admission or employment, students, parents of elementary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the St. Rose School District 14-15 Public Schools are hereby notified that our School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities.

Any person having inquiries concerning the St. Rose School District 14-15 Public Schools' compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination in Employment Act (ADEA), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Titles II and III of the Americans with Disabilities Act of 1990 (ADA) is directed to the applicable Compliance Coordinator below who has been designated by the St. Rose School District 14-15 Public Schools to coordinate School District efforts to comply with the laws and regulations implementing Title VI, Title IX, the ADEA, Section 504, and the ADA.

The St. Rose School District 14-15 Public Schools has established grievance procedures for persons unable to resolve problems arising under the statutes above. The Compliance Coordinator for the applicable law, whose name is listed below, will provide information regarding those procedures upon request. Any person who is unable to resolve a problem or grievance arising under the laws and regulations cited above may contact the Office for Civil Rights, U.S. Department of Education, 111 N. Canal Street, Suite 1053, Chicago, IL 60606-7204; phone (312) 886-8434.

Our School District's Compliance Coordinator is:

Dr. Patricia S. Cornell  
Superintendent  
18004 St. Rose Road  
St. Rose, IL 62230

(618) 526-7484 Extension 223  
[pcornell@strosedistrict14-15.com](mailto:pcornell@strosedistrict14-15.com)