

KINDERGARTEN - 6TH GRADE
PARENT AND STUDENT HANDBOOK
2019-20



DISTRICT/SHARED VISION

**Macomb Public Schools will prepare each student for a successful future.
"Preparing Students for Success"**

Lincoln School	Edison School
Kindergarten - 3 rd Grades	4 th - 6 th Grades
315 N. Bonham	521 S. Pearl
833-2095	837-3993
Office Hours: 7:30 a.m. - 4:00 p.m.	Office Hours: 7:30 a.m. - 4:00 p.m.
Kimberly Gillam, Principal	Kellee Sullivan, Principal
Debbie Ulm, Secretary to Principal	Debbie Watson, Secretary to Principal
Cindy Bushmire, Building Secretary	Sonya Doering, Building Secretary
Janel Dranes, Building Secretary	

Macomb School District Website: www.macomb185.org

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WELCOME TO MACOMB SCHOOLS

The welfare of children is a high priority. Families and teachers guide children to respect themselves and others and to develop self-discipline. The Parent and Student Handbook is a guide to a safe learning environment where consideration for the needs of others enhances the opportunity for all students to learn. We firmly believe that your child's success will depend on your involvement with his or her education. We also believe that a team approach - student, family, school, and community - is the most effective way to face the challenges of rearing and educating children in today's society.

DAILY SCHEDULE AND ROUTINE

	<u>Lincoln School</u>	<u>Edison School</u>
Arrival (for breakfast)	7:30-7:50 a.m.	7:35-7:55 a.m.
Arrival (for all other children)	7:40-7:55 a.m.	7:50-8:00 a.m.
Tardy	8:00 a.m.	8:00 a.m.
Morning Assembly/Edison Announcements	7:45-8:00 a.m.	8:00 a.m.
Dismissal	2:40 p.m.	2:50 p.m.

Staff is on duty to supervise the arrival of children beginning at 7:30 a.m. at Lincoln and 7:35 a.m. at Edison. We encourage children to come to school at or after 7:30/7:35 to ensure they are supervised and safe. Breakfast is served at 7:30 a.m. at Lincoln and 7:35 a.m. at Edison. Children who arrive at Lincoln between 7:30 a.m. and 7:45 a.m. will wait in the gym until morning assembly begins at 7:45 a.m. each day. Edison students who arrive between 7:35 a.m. and 7:55 a.m. will wait in the gym until homeroom teachers pick up each classroom from the gym at 7:55 a.m.

Children are to be supervised at all times to ensure their safety and appropriate behavior. School dismissal procedures must be followed. At Lincoln, bus students are dismissed first (2:40 p.m.), followed by walkers and finally car riders (2:45 p.m.). Once dismissal has started, students will not be called to the office to leave for the day. All Edison students are dismissed at 2:50 p.m.

DROP-OFF AND PICK-UP PROCEDURES (LINCOLN)

Traffic procedures during beginning and dismissal times -

You may drop your child/children off by entering the parking lot on the south side of the building from Griffin Street and leave the parking lot on Bonham Street. **Please stay in the drop-off/pick-up lane and wait for the vehicle ahead of you to move forward.** Parents are **NOT** to enter the circle drive in front of the building. This is reserved for busses only at all times. Please **DO NOT drop off or pick up your child at the stop sign** by our circle drive, as this causes delays for cars trying to leave the parking lot, for busses trying to enter the driveway, and is a safety risk for all. Also, **DO NOT cross your student in front of school in the grassy area and allow them to cut between busses.** Help keep your children safe by using the sidewalks at each end of the circle drive. All children are to enter the building through the front doors on Bonham Street. If you bring your child to school and need to come into the building, please park on the street and check in at the office.

DROP-OFF AND PICK-UP PROCEDURES (EDISON)

Traffic procedures during beginning and dismissal times -

To ensure students' safety during morning drop-off and dismissal times at Edison, it is extremely important to remember to follow the procedures. During the morning drop-off, cars will use the left lane only. The outside lane will be reserved for bus drop-off and staff members to

access their parking lot. Cars will pull all the way around to the north end of the building. There is a sidewalk next to the left lane nearest the lawn's edge. As parents file in and get to the curve that begins in front of the building, the sidewalk begins. All students within the drop-off zone will exit on the driver's side of the car onto the sidewalk. Students will then walk on the sidewalk to the crosswalk in front of the main entrance and cross the drive from there. There will be a crossing guard at that location to ensure all students cross the driveway safely. **Please do not drop off students on the west side of Pearl Street.** It is **too dangerous** for students to cross the street during drop-off times. Students who walk to school are to walk up the sidewalk from Pearl Street to school.

The circle drive is for busses only between 2:30 and 3:00 p.m. Cars may use the circle drive until 2:30 p.m. Students are picked up by parents along Pearl Street and the side streets. Please be courteous to all other drivers and **alert to all children who are crossing the streets near Edison School.** **Please DO NOT pass other cars in the circle drive.** Thank you for your cooperation in helping to keep all students safe!

ATTENDANCE/ABSENCE

Regular school attendance is vital to a student's success in school and is one of the most important habits a student can develop. A student who is frequently absent misses class instruction and social interaction. When students are unable to attend due to illness or emergency reasons, parents are to notify the school before 9:00 a.m. Without this notification, the student's absence will be unexcused.

With a note or phone call from a parent/guardian, administrators may excuse students for up to 9 days annually. Pre-arranged absences, non-medically verified absences, etc., are included in the 9 days. Written notification will be mailed to the parents after the 7th absence saying medical verification is then due on the 10th absence. Situations not included within the 9 days are as follows: medically verified absences, religious holidays, or a death in the immediate family. (Policy 7:70)

- Call the school office before 9:00 a.m. when your child is absent. Voicemail is available if you call outside of office hours.
- Contact the school in the morning to request missed work and allow time for the teacher to gather the materials.
- Be sure your child obtains and completes missed work. When absent one day, make-up work is due within 24 hours of return to school; after a two-day absence, work is due within 48 hours.
- We understand that parents cannot always plan their vacations around the school calendar; however, while many vacations can provide worthwhile educational experiences children do miss out on valuable school time. Any days missed due to vacation are included in the 9 days per year attendance policy. Many of the classroom experiences cannot be made up through homework. In addition, teachers find it difficult and time consuming to plan homework in advance of vacation time. Most teachers would prefer to give homework assignments when the child returns. The child has one day to do make up work for each day missed. We ask for your cooperation in keeping the children in school as much as possible and your understanding when assignments cannot be given in advance.

TARDY/TRUANCY

A student who arrives after 8:00 a.m. is tardy and must go to the office before going to class. A student who is absent for a school day or part of a school day without valid cause is considered truant (Illinois School Code, 105ILCS 5/26-2A p. 294). Excessive tardiness or absences can result in loss of privileges or disciplinary action and will be reported to the truancy authorities. (Policy 7:70)

- Assist your child to be on time for school.
- Remind your child to sign in at the office if she or he is late for school.

LEAVING SCHOOL DURING THE DAY

If it should become necessary for a child to leave school during school hours, a parent/guardian must sign the student out at the school office. The school must have the parent's/guardian's authorization to allow the student to leave school with someone other than the parent/guardian. **Call or send a note to school if someone other than the parent/guardian will be taking your child.**

BREAKFAST AND LUNCH

Breakfast is available from 7:30-7:50 a.m. at Lincoln School and from 7:35-7:55 a.m. at Edison. School lunch is available, or students may bring a sack lunch from home. Menus are available on each school's website. **Money for meals can be sent to the school on the first day of each week in a sealed envelope with the student's name, grade, teacher, amount, and purpose written on the outside.** You may pay by the week, month, semester, or year. **Meals may be purchased on e-pay, but there is a 2-day delay in crediting your lunch account.** Meals cannot be charged.

- Parents are invited to eat with their child at school occasionally. Bring a sack lunch or contact the school before 8:30 a.m. to order a hot lunch.
 - Contact the school for an application if your child is eligible for free or reduced-price meals. Parents of students receiving free or reduced-price meals must notify the school of any change in financial status. Failure to do so may result in the termination of other benefits.
-

RECESS

Students may have 15 minute morning and/or afternoon recesses and a 20 minute recess before or after lunch. **Children will go outdoors when the wind chill is 20 degrees or above.** Assist your child to dress for outdoor recess during cold weather (hat, gloves, boots, warm coat).

DISMISSAL

If your child's after school routine changes, you must either send a note to the classroom teacher or notify the office **before 2:00 p.m.** **You must also notify the bus company at 309-836-6806.** **If we do not receive notification of a change, the child will follow his/her normal routine.**

MACOMB AFTER SCHOOL PROGRAM

The YMCA After School Program is held at both Lincoln and Edison Schools. The hours for the program are after school until 5:30 p.m. Students will be offered choices for activities, have an opportunity to finish homework, receive tutoring, enjoy enrichment activities or be transported to activities sponsored by community organizations. For registration and fee information, please contact the YMCA at 833-2129.

CHILD CARE

Families of children who go somewhere other than home after school are asked to inform the school of the name and address of the care provider.

- Give the school the name and address of your childcare provider.
- Contact the school if your childcare arrangements change.

WEATHER

The school office has a radio that warns us of severe weather. In the event of severe weather such as tornado warnings, children may remain at school past dismissal time. Students will participate in regular tornado drills and will know what to do when the weather siren sounds.

Occasionally, school may have a late start, be dismissed early, or be canceled due to severe weather. The School District Web Page will immediately post any cancellation information and send out automated texts and calls to your house/cell phone. See the District Web Page "notify me" tab to sign up for this service. Information will also be on local radio stations and TV stations KHQA (7) and WGEM (10). **Please do not call the school.**

- Some children need supervision dressing appropriately for the weather. Please help your child by listening to the weather report and planning for the weather changes during the day. Children will need hats, heavy coats, boots, and gloves for outdoor recess when the wind chill is 20 degrees or above.
- At Lincoln, there will be alternate dismissal plans on days that we do not go outside for recess due to weather. All students not riding the bus will be dismissed from the gymnasium. Parent pick up through the south doors and walkers through the front doors.
- Make alternative childcare and transportation arrangements in advance for early dismissal days and school cancellations. Changes in the daily routine can be upsetting or frightening for children, so have a well-thought-out plan. Be sure your child knows where to go and what to do.

RESPONSIBLE BEHAVIOR AT SCHOOL

SCHOOL EXPECTATIONS

- Students are to use good manners and be considerate of others.
- Students are expected to follow directions from ALL adults in the building.

CLASSROOM EXPECTATIONS

- Each classroom has its own classroom rules which are developed with the students' input. ***Ask your child about his or her classroom rules and consequences.***

LUNCHROOM EXPECTATIONS

- Follow building rules for lunchroom seating.
- Use good table manners.
- Use quiet voices and speak to others sitting closest to you.
- Stay seated until dismissal.
- Raise your hand to speak to the lunchroom supervisors.
- Eat only your own food. Students are not allowed to share food with others.
- Clean the table and floor where you have eaten.

RECESS EXPECTATIONS

- Use good sportsmanship and appropriate language at all times.
 - Use fair rules and fair calls in all games.
 - Demonstrate kindness by including all who wish to participate.
 - Stay within the playground boundaries.
 - Use equipment safely. Swings are for one person. Stay seated on swings. Twisting swings and leg/hand locks are not acceptable. Climbing equipment is for climbing, not pushing, bumping, or shaking. Take turns on the equipment. Equipment in standing water is not to be used.
 - Balls are for use in game play and are not to be thrown or kicked near the building. Nothing else is to be thrown. Examples include: snowballs, ice, rocks, and gravel.
 - Stay on the playground unless you have permission to enter the building from the playground supervisor.
 - Contact activities are never acceptable. Examples include horse, king of the mountain, wrestling, and all martial arts. Fighting, including "play fighting," is never acceptable and may result in a suspension.
 - When the whistle blows, stop playing and line up quietly.
 - Physical Education classes have priority when there is a conflict over use of facilities.
 - All students are to go to recess. Students may stay indoors only under the following conditions:
 - When the wind chill is below 20 degrees.
 - When a teacher requests completion of unfinished work.
 - When a student has a note from a parent/guardian explaining an illness. After 2 days a note from a medical doctor is required (multiple parent notes may require a doctor's excuse).
 - For disciplinary reasons.
-

RESTROOM EXPECTATIONS

- Use the restroom for going to the bathroom, washing hands, and brushing teeth. It is not to be used for meeting with friends.
 - Wash hands with soap and water.
 - Flush after use.
 - Report misuse of the restroom to your teacher.
 - Always be quiet in the restroom.
-

HALLWAY EXPECTATIONS

- Always be quiet during passing times.
 - Walk single-file and in straight lines.
 - Keep your hands and feet to yourself.
-

HOMEWORK POLICY

Assignments must be completed and turned in on time.

Consequences for late homework: (Edison)

- 1 day late - no higher than 72% credit will be given.
- 2 days late - no credit will be given, and a zero will go into the grade book (as determined by teacher).

Parent contact will be made after 3 late or missing assignments. Completed assignments are to be turned in upon arrival in the classroom. Work completed after the time of assignment collection will receive no higher than a 72% credit. No credit will be given for assignments turned in two or more days late. Students who have been absent have a day to make up work per each school day missed. (Example - 3 days absent would allow 3 days to complete missed work).

GRADING AND PROMOTION - Policy #6:280

PHYSICAL EDUCATION (PE)

If an illness or physical condition prohibits participation in Physical Education, a note from the parent requesting that the student be excused is required. If the student must be excused for more than two days, a note from the doctor is required. Gym shoes are required and can stay at school. Backless and platform tennis shoes are not safe and therefore are not acceptable.

STAYING AFTER SCHOOL

At times students may be asked by teachers to stay after school for disciplinary reasons. The school will notify parents if students are to stay after school. Students will be dismissed no later than 4:00 p.m. Transportation will be the student and parent's responsibility.

DISCIPLINE PLAN

Within the guidelines of the Macomb School District Policy #7:190, a discipline plan has been instituted to monitor the repetitive misbehavior of students within the buildings. The behavioral consequences are designed not only to deter misbehavior, but also to act as a learning tool to correct detrimental behavior. All office referrals will include a parent contact. Consequences may include missed recess, after-school detention, in-school suspension, or out-of-school suspension. Students who miss or require an in-school suspension or out-of-school suspension may be given a detention packet. This packet is designed to help and encourage the student to think of positive ways to correct his or her own behavior. The detention packet, when completed, will be given to the administrator. Under the PBIS program at Edison, students who have received a detention within a given time period may serve subsequent detentions after school from 3:00-4:00 p.m. Parents/guardians are required to pick up their child at 4:00 p.m.

1. The classroom teacher will follow his or her classroom discipline plan prior to an office referral. Teacher action may include, but is not limited to, the following:
 - _____ Verbally correcting or warning students
 - _____ Moving student to a different seat
 - _____ Contacting parent
 - _____ Detaining student after school
 - _____ Consulting the counselor
 - _____ Withholding privileges
 - _____ Other
2. Level I office referrals:
 - _____ Improper contact/conduct
 - _____ Creating a classroom disturbance
 - _____ Dishonesty
 - _____ Littering
 - _____ Continuous late work/refusal
 - _____ Forging notes, excuses, or their use
 - _____ OtherLevel I possible consequences
 - _____ Logical consequences
 - _____ Warning/Parent contact
 - _____ Loss of recess
 - _____ Time in office
 - _____ 2nd referral may become a Level II offense
 - _____ Other
3. Level II office referrals:
 - _____ Leaving class, building, or grounds without permission
 - _____ Minor stealing (taking property of another - pencil, book, toy)
 - _____ Disrespect and insubordination
 - _____ Verbal abuse (profanity, gesture)

_____ Minor vandalism (inexpensive, can be corrected easily)

_____ Aggressive behavior

_____ Other

Level II consequences

_____ Parent contact

_____ Loss of recesses

_____ Time in office

_____ After-school detention

_____ Maximum full day in-school suspension

_____ 2nd referral may become a Level III offense

_____ Other

4. Level III office referrals:

_____ Sale, use, or possession of alcohol, tobacco or or tobacco products

_____ Sale, use, or possession of drugs or look-alike substances

_____ Threatening/Bullying

_____ Stealing, possession, and/or sale of stolen property

_____ Vandalism/defacement or willful destruction

_____ Fighting with or without injury

_____ Substantial disruption to learning environment/aggression

_____ Other

Level III possible consequences

_____ Parent contact

_____ In-school suspension

_____ Out-of-school suspension

_____ Other

Any student who has repeated offenses may be referred for additional interventions, which could include counseling, meeting with the social worker/counselor, and parent involvement.

* Severe misconduct at any level may result in expulsion (See Macomb Schools Calendar for more information).

HOW TO PREPARE YOUR CHILD FOR LEARNING

- Establish regular bed and breakfast times. Children need 10-12 hours of sleep each night and a nutritious breakfast so they can do their best at school.
- Have a quiet place at home where your child can read and do homework.
- Assist your children to complete all homework by asking about assignments, preventing distractions (lack of materials, illness, ball games, etc.) and scheduling enough time to meet due dates (Edison parents check your student's Student Assignment Book and Edison Homework Folder).
- Read daily!!
- Teach your child responsibility by having him/her arrive at school on time, attend school regularly, be prepared for school, and respect others at home, school, and in the community.

PARENT COMMUNICATION & INVOLVEMENT

In addition to this Parent and Student Handbook, each family will receive an annual **calendar**. **Monthly School Newsletters** will be available online and at the school office. Please read all communications from your child's school thoroughly and discuss key points with your child. **To communicate with the school, send a note or email to the classroom teacher, office secretary, or principal.** Please be patient when busy classroom teachers and staff are unable to contact you until later in the day or evening. Non-custodial parents may access copies of the school handbook, calendar, newsletters, and report cards online and may make an appointment for parent-teacher conferences.

VOLUNTEERING

You are welcome to **visit** or **volunteer** in the classroom, during lunch and special programs and library throughout the school year. When visiting, **be sure to pre-arrange a time with the classroom teacher, sign in at the office, and pick up a visitor badge.** The Illinois School Visitation Rights Act requires employers to grant eligible employees up to eight hours of unpaid leave per school year to attend school conferences or classroom activities. **Due to school liability, students who do not attend our schools are not allowed to visit.**

Chaperones may be needed to help supervise students during field trips. The selection of chaperones will be at the discretion and prior approval of the teacher and administration. All chaperones must have an approved school background check form on file with the school office at least 24 hours in advance of the field trip. Students must ride the school-provided transportation to and from field trip destinations. Students may not be signed out during the field trip.

PTO

All families are invited to join the Parent Teacher Organization (PTO). Become an active member by attending PTO meetings and/or helping with various projects during the school year.

PARENT - TEACHER CONFERENCES

Parent-teacher conference dates are on the school calendar. Parent-teacher conferences provide an opportunity for both the parent and the teacher to talk together about the child's academic and social progress, work habits, relationships with others, listening skills, and behavior. Be sure to arrive on time and bring a list of questions you would like to ask the teacher. When discussing the conference with your child, remember to focus on strengths.

HEALTH AND SAFETY

ACCIDENTS

Accidents and injuries must be reported immediately to school staff. Explain to your child that it is important to tell an adult if he or she gets hurt.

CONVICTED SEX OFFENDERS

State law prohibits a child sex offender from being present on school property or loitering on a public way within 500 feet of school property when persons under the age of 18 are present, unless the offender is a parent/guardian of a student present on school property. Parents/guardians of such students must be registered with the Illinois State Police and must fill out a form at the school recording visits each time they are on the premises. Visits will be conducted under the direct supervision of the building principal or his/her designee.

DRILL PROCEDURES AND CONDUCT

Safety drills will occur at times established by the School Board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills may not be preceded by a warning to the students.

Remember: **No one may enter or leave the building while it is in lockdown.**

EMERGENCY PHONE NUMBERS

The school must know how to contact a parent/guardian at all times. A current emergency phone number must be on record at the school.

- Notify the school if you change home or work phone numbers.
 - Give the school the phone number of a responsible person to call when we are unable to locate you.
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FOOD

Many children have food allergies so students are to eat their own food and not share with classmates. Instruct your child not to share or trade food with other children.

HEAD LICE

Each year cases of head lice are discovered. **Anyone** can become infested, and re-infestation is common. Signs of infestation include persistent scratching of the head or back of the neck. Small white specks (nits) are often mistaken for dandruff and cannot be removed easily because they are attached to the hair shaft. A special medicated shampoo is available at drug stores and discount stores for treatment. All bedding and clothing will have to be washed in extremely hot water. Ask your physician or pharmacist for assistance. All nits must be removed from the hair **before** the student may return to school. (Policy #7:250-AP1)

HEALTH EXAMINATIONS AND IMMUNIZATIONS

Physical examinations and immunizations must be up to date prior to the first day of school according to the State of Illinois requirements. **Your child will not be allowed to attend school until the school has received proof that these requirements have been met.** Kindergarten students must have updated immunizations, a physical examination, dental examination, and eye examination. Second grade students must have a dental exam. Sixth grade students must have updated immunizations, a physical examination, and a dental exam. Regular dental and vision exams are recommended for all students. All parents of children under the age of 6 should check with the Health Department or a doctor to see if their child needs a lead screening.

HYGIENE

Two of the most important ways students can prevent the spread of germs are to wash hands regularly and use tissues to blow their noses.

MEDICATION

Prior to medication being administered to any student in the Macomb Public School District, an **Authorization for Administration of Medication** form must be completed and returned to the nurse. Prescription medications require physician and parent/guardian approval. Non-prescription medication must come in the original container and **will not be given at school without a Parent Authorization to Administer Medication of an Over-the-Counter Medicine Form** signed by the parent. Parents/guardians must deliver the medicine to the school office. Medication authorization forms may be obtained in the school office or on the district website www.macomb185.org under Health Forms. We will be unable to administer any medication without a completed form. (Policy #7:270) *If possible, give medications at home to avoid sending them to school.

School District Policy on Medication follows:

STUDENTS

Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to their child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen) and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form". The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication or storage of any medication by school personnel.

School District Supply of Undesignated Epinephrine Auto-Injectors

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated epinephrine auto-injectors in the name of the District and provide or administer them as necessary according to State law. Undesignated epinephrine auto-injector means an epinephrine auto-injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine auto-injector to a person when they, in good faith, believe a person is having an anaphylactic reaction.

This section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine auto-injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine auto-injectors.

Upon any administration of an undesignated epinephrine auto-injector, the Superintendent or designee(s) must ensure all notification required by State law and administrative procedures occur.

Upon implementation of this policy, the protections from liability and hold harmless provisions as explained in Section 22- 30(c) of the School Code apply.

No one, including without limitation parents/guardians of students, should rely on the District for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an epinephrine auto-injector; students and their parents/guardians should consult their own physician regarding this medication.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parent(s)/guardian(s) of students.

Administering Medicines to Students

LEGAL REF.: 105 ILCS 5/10-20.14b and 5/10-22.21b, and 5/22-30.

CROSS REF.: 7:285 (Food Allergy Management)

ADMIN.PROC.: 7:270-AP (Dispensing Medication), 7:270-AP2 (Checklist for District Supply of Undesignated Epinephrine Auto-Injectors), 7:270-E (School Medication Authorization Form)

TRANSPORTATION AND TRAFFIC SAFETY

BUS TRANSPORTATION

Transportation is provided to students who live 1.5 miles or more from their school. Exceptions include children who must cross Jackson Street or Lafayette Street and students with an Individualized Education Plan (IEP) that specifies the need for special transportation. Students will be transported to the same address daily unless the school is notified of a move or a change in child care arrangements. Only in emergencies are bus eligible students allowed to ride another bus. A parent note must be provided to the office if an alternative drop off point is requested and a bus pass will be issued.

BUS CONDUCT

All students must follow the District's School Bus Safety Guidelines. The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive days for engaging in gross disobedience or misconduct, including but not limited to, the following:

- Prohibited student conduct as defined in the Board Policy 7:190 Student Discipline.
- Willful injury or threat of injury to a bus driver or to another rider.
- Repeated use of profanity.
- Repeated willful disobedience of a directive from a bus driver or other supervisor.
- Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

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

USE OF VIDEO CAMERAS ON SCHOOL BUSES

Video cameras or other electronic devices can be used on school buses as necessary in order to monitor conduct and to promote and maintain a safe environment for students and employees. Students are prohibited from tampering with the video cameras or other electronic devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

The content of the recordings are student records and are subject to District policy and procedure concerning school student records. Only those people with a legitimate educational or administrative purpose may view the recordings. If the content of a recording becomes the subject of a disciplinary hearing, it will be treated like other evidence in the proceeding.

BUS RULES

- Students must be on time. The bus driver cannot wait for late students.
- Stay at least 6 feet away from the bus until it stops completely.
- Wait and let others get off the bus before you start to get on the bus.
- Quickly be seated and stay seated at all times.
- Use quiet voices.
- Keep hands inside the windows and feet out of the aisle.
- Follow directions given by the bus driver.
- There is to be no eating and/or drinking on the bus.
- Wait for a signal from the driver before crossing the street. Cross in front of the bus and be sure the driver can see you.

BICYCLES

All bicycle riders must follow the rules outlined in the State of Illinois *Rules of the Road*. Bicycles must be walked on the school grounds and adjacent sidewalks. Bicycles must be parked upon arrival on the school grounds and not used during the school day. For safety, riding bicycles to the school is discouraged for Kindergarten and 1st grade students.

- Review bicycle safety rules with your child regularly.
- Ride the route with your child beforehand to ensure safety.

WALKERS

Students who walk to and from school are to use sidewalks, cross at the corners, and take the safest and most direct route to and from school.

- Walk the route with your child and ask how they might handle different types of safety situations.
- Instruct your child to say "NO", "Get Away", and to tell someone if he or she is ever approached by a stranger.

OTHER GUIDELINES & INFORMATION

DRESS

Students who are neat and clean bring pride to themselves and the school. Wearing articles which are disruptive to the educational process or create a safety hazard are prohibited. This includes, but is not limited to, see-through, bare-midriff tops, halter tops, underwear worn as outerwear, spandex or other "skin-tight" clothing, beach apparel, pants which are falling down, watch/wallet chains, and gang-related apparel or insignia. Clothing may not expose undergarments. (Policy #7:160-R).

FEES

The Board of Education of Macomb CUSD #185 establishes fees to be collected by staff to support the purchase of books, supplies, materials, and programs.

FIELD TRIPS

To supplement the curriculum, field trips may be taken periodically and will be adequately chaperoned by staff members and/or other adults. Field trips are a privilege that students earn and may be withheld from a student for disciplinary reasons. Students must abide by all school policies during transportation to and from field trips and during field trip activities. Failure to abide by school rules and/or location rules during a field trip may subject the student to disciplinary action.

INVITATIONS

Invitations to parties and activities may be distributed at school only when there is an invitation for each child found in the class.

LOST AND FOUND

The school has a lost and found area. Unclaimed items will be given to a charity at the end of each quarter.

MONEY AND VALUABLES

All money sent to school should be in a sealed envelope with the student's name, grade, teacher, amount, and purpose written on the outside. Bringing money to school is discouraged because it is often misplaced. Students are to leave personal belongings/valuables at home unless they have special permission from parents or their teacher. The school is not responsible for loss or damage of personal belongings/valuables.

SUPPORT SERVICES

Classes and supportive services are available for eligible students. These services include speech therapy, Title I reading instruction, special education, counseling, testing by school psychologists, social worker, and a school nurse. Vision and hearing screenings are provided at the schools by certified screening technicians.

TITLE I

Lincoln School is a Title I school-wide program and Edison School is a targeted assistance program. As such, we are required to inform you of your "Parental Rights to Know". Please call the Lincoln Office at 833-2095 or the Edison Office at 837-3993 if you would like to see proof of the qualifications of your child's teacher or those of the paraprofessionals serving your child. Parents of Lincoln students: You have a right to view our school-wide Title I Plan at any time. Please call the Lincoln Office at 833-2095 if you would like a copy of this plan.

TELEPHONES

The office phone and classroom phones are available for children to use in an emergency. It is not to be used to arrange after school or evening activities. **Students are not allowed to use personal cell phones at school unless directed by a staff member.**

TOYS AND GAMES POLICY

Personal games, toys, and electronics are not allowed at school (this includes DS, tablets, cell phones, iPods, and all other electronic devices). If brought to school they will be confiscated. Items that are not allowed at school include, but are not limited to: guns (toy or real - even as part of a costume), golf balls, bouncy balls, skateboards, roller skates/blades, radios, trading cards, knives, and any electronic devices. The school is not responsible for loss or damage of personal belongings/valuables.

TRANSFERRING TO A NEW SCHOOL

A parent's/guardian's written permission is required in order to send the student's school records to a new school. Upon arriving at the new school your child will be attending, you must fill out an authorization to release your student's records. After receiving the request of records from the new school, our school office will issue a transfer form, as is required by Illinois State law. No Illinois school can enroll the student until they receive the transfer form.

DISTRICT POLICIES

A complete copy of the District Policy Manual is available for your review on the Macomb School District website: www.macomb185.org. The **Macomb School Annual Calendar** includes information about the Family Education and Privacy Act, Special Education, Gifted Education, Suspension and Expulsion, Entrance Requirements, Student Insurance, Child Abuse and Neglect, Emergency Dismissal, and Bus Transportation.

BULLYING

Threatening/harassing/intimidating/bullying behavior includes the use of any intentional verbal, written, or physical act toward another individual for the purpose of tormenting, disturbing, worrying, or assaulting that person. Such behaviors include, but are not limited to, vulgar language, profanity, verbal abuse, or other physical acts that cause others to feel unsafe or uncomfortable (Policy #7:180). Disciplinary action may include detention, suspension, expulsion, and/or a police referral. (Policy #7:190).

School District Policy on bullying follows:

STUDENTS

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

Bullying, cyberbullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal.

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

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

Bullying includes cyber-bullying and means any severe, aggressive, or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or 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.
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

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

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

Complaint Manager:

F. Edward Fulkerson

323 West Washington Street

Macomb, IL 61455

309-833-4161

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

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

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - b. 6:65, Student Social and Emotional Development. Student social and emotional development is incorporated into the District's educational program as required by State law.
 - c. 6:235, Access to Electronic Networks. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - d. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
 - e. 7:185, Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
 - f. 7:190, Student Discipline. This policy prohibits and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging of other students to engage in such conduct.
 - 7:310, Restrictions on Publications. This policy prohibits students from and provides consequences for: (i) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

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

LEGAL REF.: 405 ILS 49/, Children's Mental Health Act.
105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.
23 Ill.Admin.Code SS1.240 and 1.280.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:190 (Student Discipline), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications)

Adopted 01-23-08
Revised 02-17-10
Revised 12-20-10
Revised 12-16-13
Revised 05-19-14
Revised 02-23-15

PESTICIDE SPRAYING

In compliance with the state law, we will notify families two business days before pesticides are to be applied on school grounds.

SEXUAL HARASSMENT

Macomb Community Unit School District #185 complies with all state and federal guidelines concerning sexual harassment. (Policy #7:20)

SCHOOL AND COMMUNITY RESOURCES

The teachers and the school counselor are available to provide information on many topics and to help families access services that are available in the community. A more extensive list of community resources is available at your school counselor's office.

CHILD CARE

DHS Family and Service Providers for McDonough County	833-4127
Macomb After School Program (Lincoln School)	333-8385
Macomb After School Program (Edison School)	837-9593

EARLY CHILDHOOD EDUCATION

Head Start (Macomb)	298-3143
Head Start (Rural McDonough County)	1-800-443-7228
Macomb School District Pre-Kindergarten	833-4273
Macomb School District Preschool	833-4273

EMERGENCY SERVICES

Ambulance	911
American Red Cross	837-1594
Child Abuse Hotline	1-800-25-ABUSE
McDonough District Hospital	833-4101
Poison Control	1-800-942-5969

FAMILY RESOURCES AND COUNSELING

Alcoholics Anonymous	837-5039
Bridgeway	837-4876
Community Mental Health Center	833-2191
Divorce Education	836-1582
Family Counseling Center-Catholic Charities	833-1791
Illinois Department of Children and Family Services -Canton Office-(DCFS)	1-309-647-0051
McDonough District Hospital Behavioral Services	836-1582
McDonough Health Department	837-9951
New Parent Program	836-3074
Solution Counseling Services	836-8302
Speech, Language, and Hearing Center	298-1955
Victim Services (Domestic Violence and Sexual Assault)	837-5555
WIU Counseling Center (WIU students and faculty only)	298-2453
WIU Hotline (7 p.m.—1 a.m.)	298-3211
WIU Psychology Clinic	298-1919

FINANCIAL ASSISTANCE

Illinois Department of Human Services (Food Stamps)	833-4127
Social Security and SSI	1-800-772-1213
Western Illinois Regional Council	833-2997

RECREATION

4-H Club	837-3939
Macomb Park District	833-4562
YMCA	833-2129
Youth Services	www.macomb.com/youth