

**S.P.G.S.**

**2008-2009**

**Student**

**Handbook**

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## **INTRODUCTION & WELCOME**

This booklet has been designed to help parents and their children be more aware of South Pekin Grade School. Our goal is for every member of our school community to experience success. Parents, students, and teachers must work together in a spirit of trust and cooperation. We must strive to attain the best learning environment possible, and we must work as a team. As school officials, we will not tolerate behavior that endangers the safety or well-being of others. Gross disobedience (such as fighting, drug/alcohol use, stealing, disrespect, using obscenities, smoking at school, etc.) will not be accepted. We will establish a climate that enables all teachers to teach and all students to learn.

We are dedicated to help all of our students experience success in their academic and personal lives. The vision is to establish the perfect school...a place where each student is seen as a worthwhile individual...where there is an understanding and acceptance of the various learning styles of children...where the "golden rule" (do unto others as you would have them do unto you) is the only rule necessary...where each person accepts responsibility in the learning process...and where each person experiences success each day!

We ask for your support. Become involved in South Pekin Grade School. It will be a rewarding experience for all of us. After reviewing, please sign the enclosed receipt form and return it to the school office by Sept. 2nd. If there are additional questions please call the office (348-3695) or drop us a note! Thank you for your cooperation.

Mr. Andrew Brooks, Superintendent, District 137

***I pledge to always be safe, respectful, responsible, honest, and show pride and good character.  
I understand that by showing these traits I am improving my school and myself.***

South Pekin Grade School has adopted the above pledge for students. We want this school year to be very good for **you**, both in your academic work and in your activities. To accomplish this, you must do the following:

### **SHOW RESPECT FOR:**

- ❖ All teachers, aides, administrators, secretaries, custodians, cafeteria workers, librarians, bus drivers, and any other adults in our school.
- ❖ All parents.
- ❖ All other students and students' property.
- ❖ All other school property.
- ❖ All school grounds.
- ❖ All textbooks, library books, and school computers.

### **TAKE RESPONSIBILITY FOR:**

- ❖ Being present everyday.
- ❖ Not being tardy.
- ❖ Turning in all assignments.
- ❖ Bringing all books and materials to class.
- ❖ Returning all library materials.
- ❖ Keeping your hall locker and P.E. locker in good condition.
- ❖ Doing all your own work and studying for tests.
- ❖ Returning all required notes and permission slips on time.
- ❖ Obeying all of the school and bus rules as stated in the Student Handbook.
- ❖ Paying all fees on time.

### **YOU WILL EARN:**

- ❖ **SUCCESS**
- ❖ **A POSITIVE SCHOOL YEAR**
- ❖ **ENHANCED SELF-ESTEEM**

### **ADMISSION OF STUDENTS**

The Illinois Board of Education and the South Pekin School Board have established the following guidelines for pupil admission.

- Five (5) years old by September 1 to enroll in Kindergarten.
- All students must be residents of District 137 and be able to verify residency if requested.
- Provide a certified birth certificate, which will be copied and returned to you. The Hospital Copy is not accepted by the State of Illinois.
- 325 ILCS 50/5 Sec. 5. School Duties (b) (1) "Upon enrollment of a student for the first time in a particular elementary or secondary school, that school shall notify in writing the person enrolling the student that within 30 days he must provide either (i) a certified copy of the student's birth certificate or (ii) other reliable proof as determined by the Department (State Police), of the student's identity and age and an affidavit explaining the inability to produce a copy of the birth certificate. Other reliable proof of the student's identity shall include a passport, visa or other governmental documentation of the child's identity.
- Comply with health record requirements.

These rules are standard for all children attending District 137.

### **RESIDENCY REQUIREMENTS**

District 137 Board of Education has the responsibility of educating all students who legally reside within the boundaries of the district. Any person(s) responsible for illegally enrolling the student(s) will be held liable for tuition charges covering the period of illegal enrollment. The District will pursue payment through whatever civil means are available to the District and may consider criminal charges if warranted for theft of services.

## ATTENDANCE

Regular attendance is essential if a student is to make use of the educational opportunities the District offers. Regular attendance develops dependability and responsibility in the student and contributes to academic achievement. Parents, guardians, or those having legal custody or control of students are responsible for their children's regular school attendance.

The District shall not be responsible for the educational progress of the student who fails to maintain regular attendance habits. The District will not be liable for the progress of the student who is removed from the school for extended periods of time contrary to law or good educational procedure.

Absences shall be excused for the following reasons:

1. Personal illness
2. Bereavement
3. Quarantine
4. Family emergencies
5. Observance of religious holidays
6. Written requests approved in advance by the administrator

The District may require written verification of a student's absence due to illness from a physician licensed to practice medicine in the state of Illinois after three (3) consecutive days or after five (5) days within a two (2) week period. All other absences shall be considered unexcused and interpreted as truancy. Such absences are not in the best interests of our students.

District 137, while not as serious as truancy, discourages avoidable absences. Examples of avoidable absences include vacations or visits with friends and relatives taken during the school year. Parents should notify the Superintendent in writing when an avoidable absence is planned. Teachers are not responsible for instruction of a student following an avoidable absence. Homework requested for pre-approved planned absences is due upon return. Students may request homework for missed days up to a week in advance. Students who receive **Unexcused Absence** will be required to complete the homework even though ***THEY WILL RECEIVE NO CREDIT***.

A student must be in attendance for at least one-half of the school day in order to participate in a District extracurricular activity. Emergency situations shall be given due consideration.

## REPORTING STUDENT ABSENCES

Student absences should be reported **before 9:00 a.m.** When calling please give the following information:

1. Parent's name
2. Student's name
3. Teacher's name
4. Reason for absence

When a student is not present at school and the absence has not been reported, the school will call the parent. If parents cannot be reached at their home number, the emergency numbers will then be used.

Written excuses **will not** be required from those parents **who call in** to report absences. Written excuses **will be** required for those **who do not call** to report an absence.

### ***Make-Up Work Following An Excused Absence***

Students will be allowed one (1) day for every day of absence to make up work. Special arrangements will be made for extended periods of illness (beyond five (5) school days) with the teacher and school superintendent. Parents may request homework assignments on the first day of a student's illness with the following restrictions:

1. **Requests must be made by 9:00 a.m.**
2. Work should be picked up at the **end** of the school day.

Since preparing homework to be sent home takes a considerable amount of the teacher's time, we ask that you not request homework when your child is too ill to complete it. Homework will not be sent home if, at the teacher's discretion, the work is inappropriate or requires teacher direction or explanation.

## TARDINESS

A student shall be considered tardy if he/she is not in his/her classroom by 8:05 a.m. A student shall also be considered tardy at any time during the school day if the student is not in the assigned classroom or seat at the assigned hour. It is the teacher's decision as to which will be required. This will be clearly communicated to the students.

A tardy shall be excused for the following reasons:

1. Doctor/Dental appointments.
2. Personal/Family situations (approved by Superintendent).

All other reasons are unexcused.

**For pupils in grades 5-8**, unexcused tardies accumulated during the school year will result in:

1. Five (5) emergency tardies are allowed with no negative consequence
2. Tardies # 6 – 10 result in one (1) demerit per tardy
3. Tardy #11 and up result in one (1) detention per tardy and the loss of fieldtrip privileges

# ***HEALTH PROGRAM AND MEDICATION***

South Pekin Grade School has adopted a policy regarding distribution of medicines to students during the school day. A signed consent form **must be** completed before any medicine (even Tylenol) will be dispensed to students at school. All medications **must be** kept in the office.

Parents should inform school personnel of physical problems of students including food, insects and chemicals allergies.

If a student is injured or becomes ill at school, parents are called immediately. Parents should advise children of their daily schedule if they are going to be away from home during the day. If parents cannot be contacted and the student's condition necessitates such measures, district will contact emergency contacts listed on the annual registration form. Parents should remind students to wear glasses and/or hearing aids when required.

Section 27-8.1 of the Illinois School Code requires that all students must have a physical examination any time within one year prior to their entrance into kindergarten, sixth, and ninth grades. Further, any child transferring from a state in which no examination was required must meet the provisions of the Illinois School Code. Parents should also keep up the immunization program for their family. **SPECIFIC IMMUNIZATION DATES FOR MEASLES, RUBELLA, TETANUS, DIPHTHERIA, POLIOMYELITIS, HEPATITIS B, CHICKEN POX AND WHOOPING COUGH MUST BE LISTED ON THE IMMUNIZATION FORM.** Students must have on file in the school office their complete physical examination and immunization forms by **October 15** of the current school year; otherwise, the student will be excluded from school until he/she is in compliance with the Illinois School Code requirements.

## **DENTAL EXAMINATIONS**

All children in Kindergarten, 2nd grade and 6th grade shall present proof on the appropriate form of having been examined by a dentist before May 15 of the school year. If a child in grade 2 and 6 fails to present proof by **May 15** then the school will hold the child's report card until one of the following occurs:

1. The child presents proof of a completed dental examination;
2. The child presents proof that a dental examination will take place within 60 days after May 15; or
3. The parents obtain a waiver from the Department of Public Health or provide objection to the dental examination on religious grounds.

## **VISION SCREENING**

All children in Kindergarten shall present proof on the appropriate form of having been examined by an optometrist or ophthalmologist before October 15 of the school year. If a child in Kindergarten fails to present proof by **October 15** then the school will hold the child's report card until one of the following occurs:

1. The child presents proof of a completed vision examination;
4. The child presents proof that a vision examination will take place within 60 days of October 15; or
5. The parents obtain a waiver from the Department of Public Health or provide objection to the vision examination on religious grounds.

410 ILCS205/Child Vision and Hearing Test Act, requires that children in specified age groups receive vision and hearing screening. Public Act 93-0504 requires that a child's parents/guardians be notified in writing before vision screening is done. "Vision screening at school is not a substitute for a complete eye and vision evaluation by an eye doctor." Upon registration, parents will have an opportunity to complete an Authorization for Release of Information for the Tazewell County Health Department granting or denying permission to release the results of the Hearing and Vision Records (and Immunization Records). This authorization remains valid as long as the child is enrolled at South Pekin Grade School. **The Health Department will screen students on August 25, 2008 with make-up date of September 12, 2008.**

# ***GENERAL INFORMATION***

## **REPORTING TO PARENT**

The student's total education is dependent upon a cooperative working relationship between home and the school. The aim of the school is to provide a working relationship in reporting pupil progress. The reporting system attempts to give an understanding of the ability/achievement and set up a process of parent-teacher planning. The school is primarily interested in the academic progress of the student, but fully realizes that academic growth is difficult or impossible, if physical, social, and emotional aspects are not taken into consideration. With this in mind, the reporting system attempts to give a complete picture of the student. Parents are encouraged to contact teachers regarding concerns about the student's progress.

## **GRADING SYSTEM**

The evaluation of student achievement is one of the most important functions of the teacher. The accepted marking system is as follows:

**A - EXCELLENT**

**D - POOR**

**O - OUTSTANDING**

**B - GOOD**

**F - FAILURE**

**S - SATISFACTORY**

**C - AVERAGE**

**I - INCOMPLETE**

**N - NEEDS IMPROVEMENT**

**U - UNSATISFACTORY**

An 'Incomplete' (I) is given only in those cases where illness, emergency, or by prearrangement, the student has not been able to complete his/her assignment(s). They must be made up within five (5) days. Grading will vary by grade levels.

## REPORT CARDS

All students will receive report cards four (4) times per school year. The exact date of distribution is shown on the school calendar. Please review the progress noted, sign and return the envelope to the homeroom teacher as quickly as possible. There is a \$1.00 fee to replace a lost report card envelope. Also, please contact the teacher if additional information or discussions are needed. Mid-term Pupil Progress Reports (PPR's) will be sent home with students in grades K-4 at appropriate intervals if a child is in danger of failure. Students in Grades 5-8 will receive a Mid-term Pupil Progress Report every quarter.

## PROMOTIONS

Normally students progress through school at the rate of one grade per year. However, there are exceptions to this rule, since pupils do not learn at the same rate. When a child is not progressing at the normal rate, parents will be notified, and a conference will be requested. Efforts will be made to discover and remedy the causes of the difficulty.

Promotion from one grade to the next is based on the ability and achievement of the pupil. Current State of Illinois law prohibits social promotion, thus pupils can be promoted only under one or more of the following conditions:

- The pupil has satisfactorily completed the work of the current grade and displays evidence of ability to perform in the next grade.
- The pupil, because of limited ability, has mastered the work as well as he/she is able, and would not benefit by repetition of the grade.

Graduation from the eighth grade and awarding of diplomas is based on the accomplishments of the pupil. The diploma states that the pupil "has satisfactorily completed all the requirements for graduation from the eighth grade," and it cannot be granted unless the pupil has actually earned it and is prepared to perform the work of the freshman year of high school successfully.

## HONOR ROLL

Students assigned to Grades 6 through 8 will be eligible for Honor Roll of Academic Achievement. The Honor Roll listings will follow the report card distribution schedule with grades of one 'B', and the remainder of marks 'A' qualifying for the High Honor Roll, and the Honor Roll of all grades 'A' and 'B' with only one 'C' possible.

## TECHNOLOGY PROGRAM

District 137 has an advanced technology program emphasizing Internet access and engaged learning. Students and Parents must sign the Receipt on page 33 before being allowed to use the Internet at school.

## DAILY PHYSICAL EDUCATION

Each K-8 pupil will be scheduled for P.E. class daily.

All students are required to wear gym shoes during class to participate. Boots, Sandals, Socks or Bare Feet will not be allowed.

All students are expected to participate on a regular basis. Absence from P.E. participation will be allowed:

- Occasionally -- with a parent note for one (1) day only
- Extended -- with a Doctor's written note.

## HOMEWORK

All work to be completed at home by students is prescribed by each individual teacher. Please encourage each pupil to complete his or her assignments and be prepared for each school day. Failure to complete homework will result in demerits given to students. Assignment Notebooks are provided to each pupil in grades 4 through 8. **Use of this notebook is a requirement. If lost, students must purchase a new one at the cost of \$5.00.** Please use the handy communication/organizer to enhance the student's performance (check it nightly please).

## LOST AND FOUND

The best assurance against loss and confusion is to label **all** personal property with the owner's name. The loss of an article of value should be reported to the teacher and the school office.

Students who find articles are encouraged to give them to the teacher, or turn them into the office. The 'Lost & Found' Box is maintained in the cafeteria/gym area. Quarterly throughout the school year unclaimed items will be donated to a local charity.

## BREAKFAST AND LUNCH PROGRAM

The school operates a supervised non-profit breakfast and lunch program. Well-balanced meals are served (Breakfast at 7:45 a.m., Lunch at mid-day). The hot lunch includes a meat/meat substitute, vegetables or fruits/juices, bread, milk, and dessert. Students may purchase extra items (ala carte). With the new National School Lunch and Breakfast Program regulations our cafeteria personnel continue to add new menus that include more fruits, vegetables, and grains in order to increase calories, vitamins, and minerals without increasing fat. Come and join us for breakfast and lunch!

**2008-2009 PRICES ARE:**      **BREAKFAST .85¢**                      **LUNCH \$1.60**                      **MILK ONLY .30¢**

*Ala Carte - Main Entree Item -\$1.00      / Vegetable or Fruit item -.50¢*

**NOTE: SODA MAY NOT BE BROUGHT TO SCHOOL FOR LUNCH.**

## PAYMENT OF STUDENT MEALS

We have a software program that will keep track of your family's payments and charges. Please pay at the beginning of each week for the entire week. This can be easily done by sending only one (1) check to school for breakfast and lunch for all of the children in your family. Send this check to school with the oldest child in your family. Students are not permitted to 'charge' meals for more than 2 days.

The school does have provisions for free and reduced breakfast and lunch fees. The Federal guidelines are used for determination of eligibility. Forms are included in the handbook and are also available in the school office anytime through the school year if your income status changes.

We have a 'closed campus' arrangement; therefore, only those students who have written permission and are picked up by their parents, may leave for lunch. Students should return to school following the lunch period in time to return to classes.

**Note: Student Must Be In Line By 7:45 A.M. If Eating Breakfast!**

5<sup>th</sup> – 8<sup>th</sup> Lunch      10:58 am-11:35 am (recess and passing time to be determined)  
K- 4<sup>th</sup> Lunch      11:27 am -12:11 pm (recess and passing time to be determined)

**SCHEDULES**

Regular Schedule --

Early Childhood – (Early Childhood students eat breakfast and/or lunch at school depending on their schedule)

- Morning Session      8:15 am — 10:45 am
- Afternoon Session      12:00 pm — 2:30 pm

Kindergarten through Eighth Grade Students      8:05 am — 3:00 pm

Early Dismissal Schedule --

Usual Early Dismissal Time for **ALL** pupils will be **2:00 pm.**

Early Dismissal days will be noted on the previous 'Weekly Notice' and monthly calendar.

**STUDENT DROP-OFF AND PICK-UP LOCATION:**

We request your cooperation concerning drop-off and pick-up of students before and after school. We have limited parking areas for our staff, and therefore, request that you **do not pull into or park in the main parking lot or the bus driveway** near the west side of the building. This area is for Village Vehicles and Buses only! Please park across the street at the Park, or on the westbound side of Main Street. Have the students cross at the crosswalk with assistance from our Crossing Guard. They are on duty from 7:45 - 8:10 a.m. and then 2:55 – 3:05 p.m.

Please note that the \$200 fine for parking in the "Handicapped Parking" space will be "**STRICTLY ENFORCED**" by the South Pekin Village Police Force.

During the school day, specifically 8:15 a.m. – 2:45 p.m., drop-off and pick-up parking spaces are available near the office door in the faculty lot. Please do not abuse the time limit of **10 minutes.**

**SPORTS / EXTRACURRICULAR PROGRAMS**

South Pekin Grade School offers sports/extracurricular programs for students in grades 5 thru 8. They include: Softball, Girls Basketball, Boys Basketball, Girls Volleyball, Scholastic Bowl, and Boys and Girls Track. South Pekin Grade School and Rankin Grade School will coop for Baseball and Cross Country. Cheerleading will be for students in grades 6-8. All students in these grades are allowed to participate in interscholastic sports with both a sports physical and parental permission slip being required. The team/squad sponsor prescribes the exact rules and regulations. All students participating or attending extracurricular events must maintain eligibility requirements weekly (no failing grades). The entire Code of Conduct is at the end of this handbook.

**SPORTSMANSHIP**

**All fans (children and adults) should show good sportsmanship at events involving South Pekin Grade School.**

Please be aware of the regulations which will be distributed on the weekly newsletter during the year.

**Unruly behavior or incidents will result in removal from District sponsored activities for Students and Adults.**

**Sportsmanship is contagious** -- Use it at all S.P.G.S. events!

**STUDENT GOVERNMENT (Student Council)**

Students in grades 6<sup>TH</sup> – 8<sup>TH</sup> will form a Student Council, by the election process, and serve the school and community with service projects.

**USE OF SCHOOL TELEPHONES**

**Children will not be called to the phone** during school hours except in cases of extreme emergency; however, messages will be taken and given to the children. In emergencies, pupils may use the office phone for contacting parents, but only with staff approval.

**TESTING PROGRAM**

The objective of the testing program is to aid in diagnosing the individual pupil's strengths and weaknesses and to evaluate the overall instructional program. Achievement tests will be given in the spring. Results will be available to the parents by making a pre-arranged conference with the homeroom teacher.

**TEXTBOOK RENTAL -**

Book Rental is due upon registration. Fees for students in Grades K-5 - \$50.00 and fees for students in Grades 5-8 is \$65.00. Book rental paid after October 31 will result in a \$10.00 late fee. There is a discount for families with more than one child in school. (First/oldest child pays full price, second child receives a \$5.00 discount, third child receives a \$10.00 discount, etc.)

**LOCKERS**

Students in grades 5, 6, 7 & 8 will be issued lockers and padlocks to secure their belongings. The padlocks should be secured at all times. **If a student loses the padlock, there is a \$5.00 replacement fee.** The lockers are the property of South Pekin Grade School and may be inspected at any time.

**SCHOOL INSURANCE**

School insurance is available to all students. Your child is covered against medical expenses for accidents that occur while attending regular school sessions. This generous protection is provided to South Pekin Grade School District 137 at no cost to you. Please read the

brochure provided to you. The opportunity to purchase round the clock coverage is available to you. Forms will be sent home in the Procedural Folder.

### **PESTICIDE REGISTRATION**

District 137 has an Integrated Pest Management (IPM) Plan with American Pest Control which incorporates building maintenance, sanitation, physical barriers and as a last resort, the most safe, effective means of pesticide. Although we have no intention of spraying or fogging with pesticides, in the unlikely event that this is found necessary, we are creating a voluntary registration. By putting your name on this list, you are asking to be notified two days before an airborne pesticide application. In the event of an extreme emergency and pesticides must be used immediately we will notify you as soon as possible. Contact the school office if you wish to be added to the registry.

NOTE: Through our Pest Control Company, Maintenance and Janitorial Staff, we have attempted to avoid all pesticides and use a 'bait and trap' system with monthly monitoring.

### **ASBESTOS**

District 137 has Asbestos Containing Building Materials (ACM) in the building. Unless disturbed, these materials are in good condition and pose no hazard. District 137 adheres to the requirements for routine inspection of the Asbestos Containing Materials.

### **FIRE AND TORNADO DRILLS**

Fire and tornado drills are held at regular intervals throughout the school year. Remember these basic rules:

1. Check the instructions in each classroom (they are posted) indicating how to leave the building in case of fire.
2. Walk. No talking. Move quickly and quietly to the designated area.
3. Listen to your teacher/supervisor for further instructions once you arrive at the designated area.

### **LOCKDOWN DRILLS**

School lockdown drills are conducted periodically throughout the year. Remember these basic rules:

1. Go to the classroom closest to you.
2. Stay quiet while the classroom teacher gives you instructions.

### **SCHOOL CANCELLATION**

If school is canceled due to weather or mechanical problems, **please do not call the school, teachers, or staff.** Through the contact information provided to the District, you may also receive a telephone call from our "School Reach" calling system. Please listen to area radio and television stations for updated information. Every effort will be made to cancel classes by 6:30 a.m. The following local television stations will be notified: Channels 19, 25, and 31. The following (concurrent) radio stations will be notified: WCIC (91.5 FM), WIRL (1290 AM), WXCL (1350 AM), WSWT (106 FM), WMBD MIX93 (93 FM).

### **WEATHER - STUDENTS OUTSIDE**

Ten-degree wind chill factor will determine 'before school' and recess activities outside. No student will be allowed outside with a wind chill of 10 degrees or below, or if it is raining or snowing. Please dress your child(ren) accordingly!

All students will play outside unless they have a written excuse from the doctor. Exception: If you feel your child should be inside, you may send a note for one day at a time only.

### **WEEKLY SCHOOL NEWSLETTER / MONTHLY CALENDAR**

Notices of school news will be sent home with your child to inform you of school activities or changes in the regular school schedule (usually the last day of the week). At the end of each month a calendar for the upcoming month will also be sent home listing activities that will be occurring to assist you in planning. The monthly calendar, the menu and the current weekly notice will be posted on our website ([www.spgs.net](http://www.spgs.net)). Emphasize to the student the importance of the information in this newsletter and have a place for him/her to put it if you should not be at home.

### **PARENT-TEACHER ORGANIZATION (P.T.O.)**

The Parent-Teacher Organization (P.T.O.) provides a school service and activity group. For more information contact the school office. Be an active participant of school-related activities. Meeting dates will be published on the Monthly Calendar.

### **HEAD LICE**

The classroom teacher will regularly check students for evidence of head lice. To prevent infestation at school, students who have head lice will be excluded from school until they have been treated and have no visible nits. South Pekin Grade School has adopted a "NO NIT" policy. The guidelines detailed on the "Notice to Parents – Evidence of Head Lice" must be followed. **Parents are required** to bring their child to school and wait until they are examined in the office. Students must be free of lice and nits before they will be readmitted to their classroom. If nits or live lice are still present, the child must return home for removal the nits or lice.

### **DISCIPLINE**

Teachers and Teacher Aides shall secure and maintain such order and discipline in their rooms and classes as will promote a suitable atmosphere for learning. All Staff members are charged with the responsibility of maintaining order and discipline in the corridors, gymnasium, cafeteria, and on school grounds.

*The objectives of discipline, in general, are:*

- **To foster an appreciation of order as a necessary condition of living and working.**
- **To develop self-control in the interest of good living and as an obligation each pupil owes others.**
- **To teach respect for proper authority, whether that authority is a person, group, or specified rules and regulations.**
- **To increase the ability for assuming responsibility and sharing in problem solving for the group.**

- To develop the ability to exercise freedom wisely and without abuse.
- To assure no child will be bullied physically, emotionally and/or verbally.

Every effort should be made to have the discipline of the school contribute toward the continuous growth of pupils. Students are expected to be informed and to follow all regulations while attending school or school functions.

## ***RULES & REGULATIONS OF DISTRICT 137***

**ALL PUPILS SHOULD SHOW RESPECT TO EACH OTHER, EACH OTHER'S PROPERTY,  
AND ALL STAFF MEMBERS**

*In addition to the Rules and Regulations listed below, your child will receive a written list of classroom rules and regulations from his/her teacher(s).*

**NOTE: All rules apply at bus stops, on the bus, during lunch, at school activities, as well as during the school day.**

1. Students are allowed in the building only when they are supervised. If an emergency occurs, permission to enter can be obtained from bus duty personnel "on duty."
2. Upon arrival in the morning, students will be advised to enter the gym in inclement weather or remain on the playground. All students will line up before entering the building. (Teachers will greet students at appropriate times and places.)
3. Upon dismissal, either the gym or playground area will be used to gather the children and dismiss them by bus route or as appropriate.
4. We adhere to a closed campus concept. That is, all students will be on the school grounds and/or in the school building, with supervision for the entire school day.
5. Students should be in the halls only at the beginning and end of the school day or while moving from one class to another unless they have special permission or duties that require them to be there. When students are in the halls other than passing time, they are required to have a yellow pass with date, time and destination. These passes will be collected upon return.
6. Our school facility is a public building, thus costing the taxpayers to construct, purchase, and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If you should happen to damage something by accident, you should report this to a teacher or staff member immediately.

### **STUDENT DRESS**

1. Students are expected to keep themselves well groomed and neatly dressed at all times. Any form of dress or hairstyle, which is considered contrary to good hygiene, which is distracting or disruptive in appearance, or is detrimental to the purpose or conduct of the school will not be permitted. Clothing **of reasonable fit** in the appropriate season will be permitted. For safety reasons alone, students will be requested to use all fasteners on their clothing, or to remove certain items of jewelry before physical activity. No body piercing (nose, eyebrow, belly button, etc) and No tattoos.
2. Students are discouraged from wearing apparel that is immodest.
3. Shorts and skirts must be of modest length. No cut-offs, biker (spandex) shorts, no sagging pants (worn inappropriately low), only shorts and skirts of reasonable fit. Modest length means skirts and shorts must not be shorter than the tips of the fingers (mid thigh).
4. A tank top must have closed sides and the strap must be at least 1 ½ inches and may only be worn during the season shorts are allowed.
5. Shorts and tank tops may not be worn after October 31 or before April 1, unless weather permits and the Superintendent has given approval. This ban includes Capri pants or any other "shortened" pants.
6. Flip-flops and Heelies (shoes with wheels) are **NOT** allowed.
7. We discourage students from wearing footwear that could be hazardous to their safety (clogs, sandals, etc).
8. Hats or 'dew rags' are **NOT** to be worn in the building by anyone (boys or girls).
9. No coats in the classroom.
10. "Men/boys" undershirts, spaghetti strap tops, tube tops, halter tops, bare midriffs, plunging neck lines or similar inappropriate attire are **NOT** allowed (when seated students should have **no exposed skin** at the waist/midriff/back)
11. Clothing with pictures or lettering associated with drugs, alcohol, tobacco, or off-color messages that are not in keeping with a wholesome school atmosphere are NOT to be worn
12. If students come to school inappropriately dressed, alternate clothing will be provided to wear if the student is unable to contact someone at home to bring replacement clothing.

### **PLAYGROUND RULES**

1. No food or drink allowed.
2. Stay in designated areas.
3. No littering - use trashcans.
4. No fighting OR rough playing. Keep your hands to yourself.
5. If injured on school premises, inform supervisor on duty immediately.
6. No snowball throwing.
7. No rocks in hands.
8. Use playground equipment properly.

## GENERAL RULES

1. Safety Patrol/School Crossing Rules --
  - a. Cross at the designated areas only.
  - b. Obey student patrols and school supervisor.
  - c. Walk bicycles across the road and railroad tracks.
2. Skateboards must be walked to the office once on school property. Riding skateboards on school property is not allowed.
3. Quiet at all times in the building - no yelling.
4. No running - walk.
5. Keep your hands to yourself (off of other students and their property) - no horseplay.
6. No public display of affection.
7. No profanity or derogatory racial comments, inappropriate language, verbal harassments or threats.
8. No gum chewing.
9. No eating on the bus to and from school, in the halls, or in the classroom - only in the cafeteria.
10. No bullying/harassing other students.
11. No theft of personal or school property.
12. Permanent markers are not allowed.
13. Cell Phone use is not allowed. If parents require their child to have a cell phone for after-school use, the cell phone must be turned in to the classroom teacher upon arrival to school. The cell phone may be picked up after school, and used once off the school grounds or buses.
14. South Pekin Grade School is not responsible for lost or stolen items.

## DISCIPLINE OPTIONS

*(See the Behavior Triangle Included on page 19 of this Handbook)*

- **Loss of Privileges-** The student may be removed from lunch, lunch recess, or other activities.
- **Demerits-**
  - o Demerits are given for minor infractions (chewing gum, not doing homework, tardy).
  - o On the 5<sup>th</sup> demerit the student is given a morning detention.
- **Morning Detention** (Transportation of a child serving detention is the responsibility of the parent/guardian)-
  - o Teachers or administrators may assign detentions. The white detention slip needs to be returned signed by parent.
  - o Detention time will be doubled if the detention is not served. Failure to meet this additional detention may result in more severe disciplinary action.
  - o Detentions are to be served 7:15 A.M. - 8:05 A.M. Tuesdays-Thursdays.
- **Saturday Detention** (Transportation of a child serving detention is the responsibility of the parent/guardian)-
  - o Are assigned for multiple infractions or infractions such as truancy from school, refusing to serve morning detentions, and other infractions deemed appropriate by the Superintendent.
  - o 2<sup>nd</sup> and 4<sup>th</sup> Saturdays of the month with students receiving either a 2 or 4 hour Saturday detention.
  - o Detentions begin promptly at 8:00 A.M., and students should arrive five minutes early.
- **In-School Suspension** –
  - o The student will be removed from all classes and be required to complete classroom assignments in a designated area of the building.
  - o This includes attendance and participation in any extra curricular event. Full credit will be given for work completed.
- **Out of School Suspension** –
  - o The student must leave school property and remain away for the time of the suspension.
  - o This includes attendance and participation in any extra-curricular event.
  - o Students will be given an unexcused absence but allowed make-up privileges at the discretion of the teacher.
- **Expulsion** –
  - o The Board of Education may expel a student upon a finding that the student has been guilty of gross disobedience or misconduct.
  - o Expulsion is the exclusion of a student from school for a period of more than 10 days

## ELECTRONIC DEVICES

**Camera phones**, on school buses, school grounds, or at any school function *is strictly prohibited*. Students are not to bring radios, tape players, CD players, games, virtual pets, laser pointers, or other electronic devices to school or to have them on the bus. Any devices will be confiscated and a phone call made home.

## BICYCLE SAFETY

Riding a bicycle to school is a privilege, which requires responsible behavior and the practice of safety rules. Bicycles may be ridden to the edge of school property, walked to the designated parking areas, and locked. We strongly recommend that kindergarten and first grade students do not ride bicycles to school.

## DANGEROUS WEAPONS

Possession or use of explosives, firearms, or other dangerous weapons or instruments shall be prohibited on school buses, in school buildings, on school grounds, or at school functions at all times.

Students found to be in violation of this policy shall be disciplined by the Principal on an individual basis. Disciplinary measures may include withholding of privileges, and/or suspension or expulsion. The school shall notify the parents of the event. We will notify law enforcement. In cases of suspension or expulsion, the District shall follow procedures required by state law and Board Policy.

## **GANG ACTIVITY**

Students shall not engage in any gang activity on or about school grounds, on school buses, or off school grounds at any school activity including but not limited to:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that are evidence of membership or affiliation in any gang.
2. Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or hand shakes) showing membership or affiliation in a gang, and
3. Using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to:
  - a. Soliciting others for membership in any gangs,
  - b. Requesting any person to pay protection or otherwise intimidating or threatening any person
  - c. Committing any other illegal act or other violation of school district policies, and
  - d. Inciting other students to act with physical violence upon any other person.

# ***BUS RULES AND REGULATIONS***

Eligible students will be assigned to a bus to transport them to and from classes each day. The bus will be arriving at your child's designated pick-up area at the same time every day. Please have your child at his/her stop at the proper time and ready to board the bus.

## **EARLY CHILDHOOD AND KINDERGARTEN STUDENT DROP OFF INFORMATION:**

It is the practice and policy of the school to require the bus/van driver to make certain someone is home before letting the early childhood or kindergarten student off of the bus/van. This is to protect your child. Therefore, we ask that you please come outside or to the door and wave at the driver signifying that someone is home. If no one is at home, the child will be returned to the school and the parent will be called.

## **BUS RULES**

The following is a list of Rules & Regulations, which we feel are necessary to maintain order on the bus and thereby assure safe transportation.

1. Students must remain seated at **all** times when vehicle is in motion.
2. No fighting, shoving, or scuffling will be allowed on the vehicles. (Keep hands to yourself and your feet out of the aisles.)
3. Students are not allowed to throw paper wads or any other objects while on the vehicle.
4. Profanity will not be allowed on the bus.
5. Students are not allowed to eat or drink on the bus.
6. Parents will be held responsible for any damage done to the vehicle by their child and must make restitution.
7. The driver has the authority to seat bus riders whenever he/she feels it is necessary.
8. Electronic devices and/or cell phone use is not permitted on the school bus at any time.
9. In the event it is necessary to enforce the rules for the riders, we wish to advise parents and students the following could happen depending on the severity of the incident. Final decisions regarding consequences will be at the discretion of the Superintendent/Principal:
  - a. OFFENSE #1 – Verbal Warning to the student, and possible detention
  - b. OFFENSE #2 - Grades K-5 - Loss of school day privileges / Grades 6-8 - A minimum of one discipline detention
  - c. OFFENSE #3 - Suspension of bus riding privilege.
10. The office must approve all route changes.
11. For the safety of the student, a signed note from parents must be presented to homeroom teacher in the morning for each day of rider changes so the office may issue an appropriate pass. This is for pick up or drop off sites; Students not riding the bus, but being picked up by parent/guardian; Change of bus to be ridden; or the Addition of a friend to the route
12. **VIDEO CAMERAS** have been installed in the buses. Students should be aware that their behavior is being monitored and should the need arise the video will be used as evidence.

**Cooperation with the driver by parents and students will make it possible to provide the best and safest service for all riders.**

# ***DISTRICT 137 RIGHTS & RESPONSIBILITIES***

## **DRUGS & ALCOHOL**

1. The use and/or possession of tobacco or tobacco products is prohibited, and any student who violates this rule is subject to discipline procedures, leading to suspension.
2. Any student who intentionally sells, gives, possesses, uses, or is under the influence of illicit drugs, narcotics, or alcohol in or on school property, including buses, shall be expelled from school and reported to the appropriate law enforcement agencies for possible legal action.
3. If a student represents a legal drug as an illegal substance, the drug is treated as if it actually was an illegal substance. Offending student(s) will face suspension from school, possible expulsion from school and/or be turned over to the police for prosecution.
4. No student is to have ANY medication (including such common over-the-counter medications as aspirin or Tylenol) in his/her possession at any time during the school day. (See MEDICATION SECTION of the handbook). Students who inappropriately use legitimate medication will face suspension from school.

5. Openly discussing drugs and/or drug use will result in referral to the principal.

The Superintendent or his designee shall confiscate electronic signaling devices found on District facilities. The presence of such a device may be cause for further search and possession of drugs and appropriate discipline as established by the School Board.

If there is reason to believe that a student is using drugs illicitly at any time on or off school premises, the health and counseling services of the school shall be made available to the student and his parents.

Organizations sponsoring activities on the school's facilities outside of regular school hours shall be made aware of this policy and shall be expected to take appropriate disciplinary measures. Failure to do so could result in cancellation of that organization's privilege to use District facilities.

## **SEXUAL HARASSMENT**

Sexual harassment of students is prohibited. Sexual harassment is defined as follows:

1. An employee's or District agent's unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status.
2. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students imposed on the basis of sex, that has the purpose or effect of (a) substantially interfering with a student's educational environment; (b) creating an intimidating, hostile, or offensive educational environment; (c) depriving a student of educational aid, benefits, services, or treatment; or d) making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

Students who believe they are victims of sexual harassment are encouraged to discuss the matter with a teacher or the principal. An allegation that one student was sexually harassed by another shall be referred to the principal.

## **EQUAL EDUCATIONAL OPPORTUNITIES - SEX EQUITY**

No student shall, on the basis of his or her sex, be denied equal access to programs, activities, services, or benefits, nor be limited in the exercise of any right, privilege, advantage, or opportunity. Sex equity policies and grievance procedures may be obtained from the Superintendent.

## **SECTION 504 OF THE REHABILITATION ACT OF 1973**

For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), and representation by counsel, and a review procedure.

## **SPECIAL EDUCATION**

Any child, ages 3-15 (or graduation), which legally resides and is enrolled in the school district is eligible for special education services if the child is determined to have a disability that results in an adverse effect on his/her education. These services are mandated by Article 14 of the School Code of Illinois, its implementing regulations and the federal law, Individuals with Disabilities Education Act (IDEA). Upon request, parents/guardians may receive a copy of the Illinois State Board of Education's regulations on special education services and their rights. The need for special education and related services must be determined at an IEP Team meeting following a comprehensive case study evaluation. The educational rights of students with disabilities are reviewed with parents before an evaluation is conducted. Parental consent is necessary for evaluation and initial placement.

Categories for eligibility include: Autism, Deafness, Deaf-blindness, Developmental Delay, Emotional Disturbance, Hearing Impairment, Mental Impairment, Multiple disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech/Language Impairment, Traumatic Brain Injury and Visual Impairment.

## **CHILD FIND**

The school district provides a semi-annual screening of all children between the ages of Birth and 5, annual hearing and vision screening, speech and language screening upon initial enrollment in school, and ongoing annual screening by teachers and other professional personnel for referral of those children who exhibit problems which interfere with their educational progress and/or their adjustment to the educational setting.

## **REFERRAL PROCEDURES**

Prior to a special education referral, interventions must occur that include collaboration between teachers, parents and other concerned parties to design an implement strategies that address a child's deficit areas. Use of intervention strategies includes design, implementation, data keeping and review. If a student continues to struggle following the documentation of several intervention strategies, a special education referral may be appropriate. Referrals after interventions have been attempted may be made through the building principal by school district personnel, the parents of the child, persons having primary care and custody, or the State Board of Education when there is reason to believe that a child may require special education services.

## **TAZEWELL-MASON COUNTIES SPECIAL EDUCATION ASSOCIATION**

South Pekin Grade School District 137 is a member of the Tazewell-Mason Counties Special Education Association (TMCSEA). Special services are provided for individuals ages 3 through 21 (through age 15 or graduation from 8<sup>th</sup> grade at South Pekin Grade School) in terms of evaluation and specialized educational programs where needed. For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's Rules and Regulations to Govern the Administration of Special Education.

Families living in the district who find a need for special services as noted should contact the school for information.

For Parents or Guardians of Special Education Pupils:

Medicaid reimbursement is a source of Federal Funds approved by Congress to help school districts maintain and improve Special Education services. Therapy and diagnostic services provided to your child are partially reimbursable. Unless you object in writing, South Pekin Grade School District 137 will claim Medicaid reimbursement for services provided. These claims will have no impact on your ability to receive Medicaid funding either now or anytime in the future. If you do not object to this release of information related to Medicaid claims for your child, do nothing.

### **STUDENT RECORDS**

Parents and students have specific rights under the Illinois Administrative Code, Part 375, Student Records.

The District maintains two types of school records for each student: a permanent record and a temporary record. These records may be integrated.

#### **The permanent record shall include:**

- Basic identifying information
- Academic transcripts
- Attendance record
- Accident and health reports
- Scores received on the achievement tests
- Information pertaining to the release of this record
- Honors and awards
- School-sponsored activities and athletics.

#### **The temporary record may include:**

- Family background
- Intelligence and aptitude scores
- Special Education files including Psychological reports
- Achievement test results, including scores on the Illinois Standards Achievement Test
- Participation in extra curricular activities
- Honors and awards
- Teacher anecdotal records
- Disciplinary information, specifically including information regarding an expulsion, suspension or other punishment for misconduct involving drugs, weapons or bodily harm to another.
- Verified reports or information from non-educational persons
- Verified information of clear relevance to the student's education
- Information pertaining to the release of this record

You have the right to inspect and copy permanent and temporary records, the limitations on the right of access established under Sections 10-22.3c and 34-18.6a of the School Code [105ILCS 5/10-22.3c and 34-18.6a] and Section 5 (a) of the Illinois Administrative Code Act, and the cost of copying such records; You have the right to control access and release of school student records and the right to request a copy of information released.

## ***ACCESS TO ELECTRONIC NETWORKS***

The Board of Education's goal is to include electronic networks, including the Internet, in the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent or designee shall develop an implementation plan for this policy and appoint a system administrator.

The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

### **CURRICULUM**

The use of the District's electronic networks shall (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library-media center materials. Teachers may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum. The District's electronic network is part of the curriculum and is not a public forum for general use unless part of an after school program.

### **ACCEPTABLE USE**

All use of the District's electronic network must be (1) in support of education and/or research, and be in furtherance of the Board of Education's stated goal, or (2) for a legitimate business purpose. Use is a privilege, not a right. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. The Superintendent shall establish administrative procedures containing the appropriate uses, ethics, and protocol for student use of the Internet. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

## **ELECTRONIC NETWORK ACCESS**

Each teacher must sign the District's *Authorization for Electronic Network Access* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use.

The failure of any student or teacher to follow the terms of the *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

LEGAL REF.: 7:20 ILCS 135/0.01.

ADOPTED: December 19, 2000

## **AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS**

1. Acceptable Use - Access to the District's Internet must be for the purpose of education or research, and be consistent with the educational objectives of the District.
2. Privileges - The use of the District's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The school administrator will make all decisions regarding whether or not a user has violated this *Authorization* and may deny, revoke, or suspend access at any time; his or her decision is final.
  - a) Unacceptable Use - You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are: Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
  - b) Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
  - c) Downloading copyrighted material for other than personal use;
  - d) Using the network for private financial or commercial gain;
  - e) Wastefully using resources, such as file space;
  - f) Gaining unauthorized access to resources or entities;
  - g) Invading the privacy of individuals;
  - h) Using another user's account or password;
  - i) Posting material authored or created by another without his/her consent;
  - j) Posting anonymous messages;
  - k) Using the network for commercial or private advertising;
  - l) Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
  - m) Using the network while access privileges are suspended or revoked.
3. Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - a) Be polite. Do not become abusive in your messages to others.
  - b) Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
  - c) Do not reveal the personal addresses or telephone numbers of students or colleagues.
  - d) Recognizes that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e) Do not use the network in any way that would disrupt its use by other users.
  - f) Consider all communications and information accessible via the network to be private property.
4. No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
5. Indemnification - The user agrees to indemnify the School District for any losses, costs or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this *Authorization*.
6. Security - Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to network.
7. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creating of computer viruses.
8. Telephone Charges - The District assumes no responsibility for unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

# ***BEHAVIORAL INTERVENTION POLICY & PROCEDURES***

## **PURPOSE**

The purpose of this policy and procedures (hereafter collectively, "Policy") is to make available training and guidance to principals and teachers of students who require behavioral intervention, that provides ways for working successfully with said students, in order to provide an environment in which said students can learn.

## DEFINITIONS

- A. Behavioral intervention  
A “behavioral intervention” is an intervention, which addresses an unacceptable behavior of a student.
- B. Behavioral intervention plan  
A “behavioral intervention plan” (“BIP”) may be generalized or individualized.
1. A *general* BIP is the plan of behavioral interventions inherent in the program(s) in which the District serves its students. The general BIP is set forth in the District’s:
    - (a) Discipline policy and procedures and parent-student handbook, subject to the limitations of the law on discipline of children with disabilities; and/or
    - (b) Special education program description(s) and practices.
  2. An *individualized* BIP is a written plan of one or more behavioral interventions, individualized to the need(s) of a student who requires behavioral intervention, which:
    - (a) Addresses only unacceptable behavior caused by the student’s disability;
    - (b) Supplements and/or is in lieu of part or all of the general BIP which the District has for the student; and
    - (c) Is required to be a part of said student’s individualized education program or Section 504 plan (hereafter collectively, “IEP”).
- C. Restrictive behavioral intervention  
“Restrictive behavioral intervention” is one of the following behavioral interventions:
1. Drop from course, in-school suspension, out-of-school suspension, expulsion;
  2. Inhibiting devices, manual restraints, search of student, time-out (isolation/quiet room), and mechanical restraints (excluded restraints prescribed by physician or used as a safety procedure for transportation).
- D. Student who requires behavioral intervention  
“Student who requires behavioral intervention” is a District student with a disability who:
1. By reason of the disability, requires special education and/or a related service; and
  2. Has difficulty conforming to acceptable behavior patterns.

## GOVERNANCE

The Board of Education will maintain a committee for the purpose of:

- A. Reviewing the modifications, if any, made from time to time by the Illinois State Board of Education (ISBE”) to the Behavioral Interventions in Schools: *Guidelines for Development of District Policies for Students with Disabilities*.
- B. In the course of the aforesaid review, obtaining the advice of at least one:
1. Parent with a student with a disability;
  2. Other parent;
  3. Teacher;
  4. Administrator;
  5. Advocate for a person with a disability; and
  6. Individual with knowledge or expertise in the development and implementation of behavioral interventions for persons with disabilities

# CODE OF CONDUCT

## EXTRA CURRICULAR ACTIVITIES

Student participation in School Board approved school extra curricular activities shall be contingent upon the following requirements:

1. The student must attain the academic standards set forth in the District’s Handbook of Rules and Regulations.
  2. Written permission must be given by the parents/guardians for the student’s participation, giving the District full waiver of responsibility for the risks involved.
  3. A physical examination of the student must be given by a physician, and an accompanying written statement assuring that the student’s health status allows for active athletic participation shall be submitted to the District. (Special Note - This includes Cheerleaders.)
  4. The student/parent must sign a waiver of insurance noting responsibility for accident insurance coverage. The parent shall cover the expense of injury care through:
    - a. Family insurance program
    - b. Supplemental school health care plan (complimentary)
    - c. Out of pocket
  5. Students must present a copy of their birth certificate to the coach before being allowed to try out, practice, or participate.
- Full Compliance with all the requirements is necessary before a student may engage in any extra curricular activity.

## DROPPED FROM SQUAD

A student may be dropped from an extra curricular activity for the following:

1. Failure to maintain the academic standards set forth in the District’s Handbook of Rules and Regulations and/or the Illinois Elementary School Association Code.
2. After injury, failure to receive a medical release statement from a physician.

## RULES AND REGULATIONS

### Introduction

It is to be understood that these rules and regulations are to supplement, not supplant, any existing Board of Education policies. These rules and regulations shall apply year-round to any student whose name appears on an eligibility list at any time prior to the violation.

## **DRESS**

The coach of each activity shall determine proper dress and grooming for participation and travel during the season and he/she shall, after consultation with the Principal, convey his/her regulations to the team members.

## **LANGUAGE**

Profanity and/or abusive language, obscene gestures, and/or other forms of inappropriate behavior by participants involved in any activity will not be tolerated. Coaches shall discipline violators.

## **THEFT OF SCHOOL, TEAM OR OTHER INDIVIDUAL'S POSSESSIONS**

Proven theft by a participant of possessions of this school, other schools, and/or possessions of other individuals shall be grounds for dismissal from participation in all activities at South Pekin Grade School.

## **HOURS**

Curfew times shall be recommended by the coach in each activity and shall be conveyed, after consulting with the Principal, to all participants.

## **HONESTY AND INTEGRITY**

Honesty and integrity among teammates and other participants is a requirement. Cheating, lying, and deceitful practices shall not be tolerated. Coaches shall discipline violators.

## **DETENTIONS**

Students receiving a detention will not be allowed attendance at practice, game and/or activity on the day serving the detention.

## **DISCIPLINE/SUSPENSION**

*(Adopted 8/2001)* Students receiving a discipline suspension from the school administration for inappropriate behavior are subject to the following procedures and guidelines:

- |               |   |  |
|---------------|---|--|
| Suspension #1 | - | No play or practice during suspension                          |
| Suspension #2 | - | Convene the Athletic Discipline Committee                      |
|               |   | A. No play or practice during suspension                       |
|               |   | B. Added days with no play or practice                         |
|               |   | C. Meeting of parents, student and committee                   |
|               |   | D. Possible removal from squad(s) – remainder of season / year |

Please Note: Severe infractions, as determined by the Athletic Discipline Committee, may result in permanent/immediate exclusion from participation. Athletic Discipline Committee consists of: Team Coach, Athletic Director and Principal (Superintendent, if Coach/Athletic Director is the same person).

Any appeal(s) of consequences reverts to the established "chain of command" (1-Staff involved; 2-Principal; 3-Superintendent; 4- School Board.)

## **IN SEASON VIOLATION**

Smoking or Use of Tobacco in Any Form; Drinking, Possession of, Being Under the Influence of Alcoholic Beverages; Use of, Possession of, or Under the Influence of Drugs, Look Alike Drugs or Other Controlled Substances; Possession of any Weapon.

1st Offense: Suspension from participation for thirty calendar days from all contests and practices that are held during the suspension.

2nd Offense: Dropped from all activities for one calendar year from the date of the last violation.

## **OUT OF SEASON VIOLATIONS**

Smoking or Use of Tobacco in Any Form; Drinking, Possession of, Being Under the Influence of Alcoholic Beverages; Use of, Possession of, or Under the Influence of Drugs, Look Alike Drugs or Other Controlled Substances; Possession of any Weapon.

1st Offense: Suspension from participation for ten (10) scheduled practices from the start of the season and from the first twenty percent (20%) of all contests scheduled for the season.

2nd Offense: Dropped from all activities for one calendar year from the date of the last violation.

## **FELONY CONVICTIONS**

Students arrested, charged, and proven guilty of committing a felony will be dropped from all activity participation for one calendar year from the date of conviction.

## **DEFINITIONS**

1. "Suspension from Participation"  
Students shall not be dressed in the school uniform or any part thereof at any interscholastic contest, nor perform in any other official act with the team.
2. "Dropped from All Activities"  
Students dropped cease to be participants and shall not practice, be on the bench, or in any way take part in activities for the year in which they are on dropped status. Participants on dropped status may return to participation following the one year provided there have been no violations of these rules and regulations during the past year.

## **EVIDENCE**

1. Any SPGS staff member may report a participant who is in violation of these rules and regulations provided the staff member positively identifies the student. The staff member shall notify the offender at the time the offense is detected that he/she will be reported.
2. Police reports, court dispositions, and/or public notices of offenses of the law will be considered as evidence in applying these rules.

**EFFECTIVE DATE**

These rules and regulations shall be effective August 1 of the current year, and shall apply to all student participants on eligibility list for the entire school term.

**ELIGIBILITY**

1. To be eligible for participation in extra curricular activities, students must carry passing marks in all of their subjects. This requirement of the Illinois Elementary School Association includes all subjects for which they receive a letter grade on their report card.
2. It is believed that enjoyment and other benefits to be gained are worthwhile for the student. Since this is our philosophy, the withholding of students from participation should be carefully considered.
3. Teachers will be asked to fill out forms periodically certifying those students who are not eligible for extra curricular activity participation. Extra curricular means any activity that usually occurs outside regular school hours. These activities are thought to be worthwhile, otherwise they would not be part of the school program and only serious offenses should stop any student from participation. However, students must be passing all subjects to be eligible. Any student failing a subject for three successive weeks will be declared ineligible, and dropped from the squad.
4. Students who repeatedly display signs of poor citizenship should not represent our school. Students declared ineligible will be out for one week at a time. They will not be allowed to take part in any performance, competition, organizational activity, practice or game during this period.
5. Ineligible period - Monday to Sunday including weekend activities. Activities from which students will be excluded are as follows:
  - a. Contests (practice may be allowed)
  - b. After school parties, dances, etc.
6. The school will inform parents when their child is ineligible via the student assignment book.

## ***STAFF MEMBERS/POSITION***

Superintendent/Principal	Mr. Andrew Brooks	
Assistant Principal	Miss Joann Blair	
Administrative Secretary	Mrs. Tena Worden	
District Bookkeeper	Mrs. Elaine Pesch	
<b>Primary (Grades Pre-K-5): Teacher</b>		<b>Teacher Aides:</b>
Early Childhood	Mrs. Farquhar	Mrs. Boston
Kindergarten	Mrs. Schaffrin	
Grade 1	Miss VandenBrink	
Grade 2	Mr. Ozog	
Grade 3	Mrs. Troxell	
Grade 4	Mrs. Trumpy	Miss Smith
Grade 5	Mrs. Eustice	
	Mrs. Diehl	
Grades K-3 Special Education	Mrs. Krieger	Mrs. Gresham
Grades 4-6 Special Education	Mrs. Betson	
Title/Reading Improvement / Library	Mrs. Williams	
<b>Jr. High (Grades 6-8):</b>		
<b>Discipline</b>	<b>Teacher</b>	
Activity/Tech Support	Mr. Gerrietts	
Language Arts	Mrs. Ozog	
Science		
Math	Mrs. Nelson	
Social Studies	Mr. Henderson	
Grades 7-8 Special Education	Ms. Hallam	
Grades 4-6 Special Education	Mrs. Betson	
Music		
Art	Mrs. McCabe	
Phys. Ed. / Athletic Director	Mr. McClintock	
Speech	Mrs. Pardieck	
Special Education Coordinator	Mrs. Tresenriter	
Cooks	Mrs. Newman	Mrs. Jensen
	Mrs. Backes	Ms. Whitby
Maintenance	Mr. Hoffman	
Janitor	Ms. Churchill	Mrs. Jensen

## ***BOARD of EDUCATION***

	(term ends)
Mrs. Beth Singleton – President	(2009)
Mrs. Sue Hill – Vice President	(2009)
Mrs. Tammy Hintz – Secretary	(2009)
Mr. James Conklin – Member	(2011)
Mr. Ronald Hawkins Jr. – Member	(2011)
Mrs. Jody Jording – Member	(2011)
Mrs. Dawn Tyler – Member	(2011)

## 2008-2009 ANNUAL CALENDAR

<b>August</b>	<b>CALENDAR DETAILS</b> <i>(Please watch the monthly calendar for updates to this proposed calendar of events)</i>	<b># of Days Student Attend</b>
18	Teacher's Institute	
19	First Day of Student Attendance	9
<b>September</b>		
1	<i>Labor Day - No School</i>	
12	Area Wide School Improvement Day - 11:05 Dismissal	21
<b>October</b>		
10	<i>Teacher's Institute - No School</i>	
13	<i>Columbus Day observed - No School</i>	
24	End of First Grading Period	
31	<i>Parent/Teacher Conferences - No School</i>	20
	Report Cards Given to Parents during Conference	
<b>November</b>		
11	<i>Veteran's Day - No School</i>	
27	<i>Thanksgiving - No School</i>	
28	<i>Holiday - No School</i>	17
<b>December</b>		
22 - 31	<i>Christmas Break - No School</i>	15
<b>January</b>		
1 & 2	<i>New Year's Holiday - No School</i>	
5	School Resumes Regular Schedule	
16	School Improvement Day - 11:05 Dismissal	
	End of Second Grading Period / End of 1st Semester	
19	<i>Martin Luther King Jr. Day Observed - No School</i>	19
<b>February</b>		
13	School Improvement Day - 11:05 Dismissal	
16	<i>President's Day - No School</i>	
27	<i>Parent/Teacher Conferences - No School</i>	18
<b>March</b>		
2	<i>Casimir Pulaski Day Observed - No School</i>	
20	End of Third Grading Period	21
<b>April</b>		
6 - 13	<i>Easter Break - No School</i>	
14	School Resumes Regular Schedule	16
<b>May</b>		
25	<i>Memorial Day Observed - No School</i>	
28	<i>Teacher's Institute - No School</i>	
29	Report Card Day - Last Day of School	19

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

### **Pictures of Unnamed Students:**

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

### **Pictures of Named Students:**

Many times, the school will want to identify a student in a school picture. School officials want to acknowledge those students who participate in a school activity or deserve special recognition.

In order to publish a picture with a student identified by name, a parent or guardian must sign a consent form. Please sign the receipt page to allow the school to publish and otherwise use photographs and videotapes with your child or ward identified, while he or she is enrolled in this school.

### **Pictures of Students Taken by Non-School Agencies:**

While the school limits access to school buildings by outside photographers, it has not control over news media or other entities that may publish a picture of a named or unnamed student. School staff members will not, however, identify a student for an outside photographer.

## ***STUDENT ANTI-BULLYING PLEDGE***

We the students of South Pekin Grade School District 137 agree to join together to stamp out bullying at our school. We believe that everyone should enjoy our school equally and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality.

Bullying can be: pushing, shoving, hitting and spitting as well as name calling, picking on, making fun of, laughing at, or excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as “kids being kids,” “just teasing” or any other rationalization. The victim is never responsible for being a target of bullying.

By signing the receipt, we pledge to:

- Value student differences and treat others with respect.
- Not become involved in bullying incidents or be a bully.
- Be aware of the school’s policies and support system with regard to bullying.
- Report honestly and immediately all incidents of bullying to a faculty member.
- Be alert in places around the school where there is less adult supervision such as restrooms, corridors and stairwells.
- Support students who have been or are subjected to bullying
- Talk to teachers and parents about concerns and issues regarding bullying.
- Work with other students and faculty, to help the school deal with bullying effectively.
- Encourage teachers to discuss bullying issues in the classroom.
- Provide a good role model for younger students and support them if bullying occurs.
- Participate fully and contribute to assemblies dealing with bullying.

## *Behavior Triangle*

# 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, they must request that the school dispense the medication to their child/ward 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.

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.

LEGAL REF.: 105 ILCS 5/10-20.14b and 5/10-22.21b. ADOPTED: December 19, 2000

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## SELF-MEDICATION FOR ASTHMA (PUBLIC ACT 92-402)

The general requirement of the new law is that when certain conditions are met, a "school, whether public or nonpublic, must permit the self-administration of medication by a pupil with asthma." These conditions are as follows:

- **The medication must pertain to the pupil's asthma and have an individual prescription label.**
- **A physician, physician assistant, or advance practice registered nurse having authority to prescribe such medication must prescribe the medication.**
- **The pupil's parents or guardians must provide the school with written authorization for self-administration of the medication ("self-administration" means that the pupil has the discretion as to the use of his or her medication)**
- **The parents or guardians must also provide the school with a written statement from the pupil's physician, physician assistant, or advanced practice registered nurse. This statement must contain the following information:**
  - **Name and purpose of the medication**
  - **Prescribed dosage and**
  - **The time or times at which, or the special circumstances under which, the medication is to be administered.**

This written information provided by the parent or guardian must be kept on file in the office of the school nurse. If there is no school nurse, the information must be kept in the school administrator's office.

In addition, the public school district or the nonpublic school must inform the parent or guardian, in writing, about liability. Specifically, this statement must say that the district or school, along with its employees and agents, incur no liability (except for willful and wanton conduct) as a result of any injury arising from the pupil's self-administration of asthma medication. **The parents or guardians of the pupil must then sign a statement wherein they acknowledge that the district or school has no liability** (except for willful and wanton conduct) as a result of the self-medication. The parents or guardians must also indemnify and hold harmless the district or school, along with its agents and employees, against any claims (except a claim based upon willful and wanton conduct).

The permission for self-administration is effective for the school year when granted and shall be renewed each year thereafter upon fulfillment of the requirements stated above.

The permission allows the pupil with asthma to "possess and use his or her medication (i) while in school, (ii) while at a school-sponsored activity, (iii) while under the supervision of school personnel, or (iv) before or after normal school activities, such as while in before-school or after-school care on school-operated property."

## STUDENTS CARRYING THEIR OWN INHALERS

Our school district has been provided with a copy of Public Act 92-402 regarding self-administration, by students, of their asthma inhalers. This Public Act states that students, who have been diagnosed with asthma and prescribed asthma medication, can be allowed to administer the medication independently.

**This law specifically points out that schools need to require documentation from the parent and physician certifying that the student has been trained and able to give their own medication in order for the student to self administer the asthma medication.**

Please complete the following form if your child is to carry an asthma inhaler with him/her during the school day. You may have the completed form faxed back to our office at 309-348-3162. **Please note that we need both the parent and physician's signature on this form.** Also note that this form will need to be completed on a yearly basis, at the beginning of each school year.

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# *School Medication Authorization Form*

**(This form must be completed annually)**

Additional copies of this form are available in the office.

To be completed by the student's parent/guardian:

**STUDENT** \_\_\_\_\_ **BIRTH DATE** \_\_\_\_\_  
**Address** \_\_\_\_\_ **HOME Phone** \_\_\_\_\_ **Grade Level** \_\_\_\_\_  
**Parent/Guardian** \_\_\_\_\_ **WORK/CELL Phone** \_\_\_\_\_ **Emergency #** \_\_\_\_\_  
PLEASE PRINT NAME

I confirm that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so, or in the event of a medical emergency, or if a physician has indicated that medication must be administered during the school day in order to allow the child to attend school or to address the student's medical condition, I hereby authorize South Pekin Grade School District 137 and its employees and agents, in my behalf and stead, to administer or attempt to administer to my child (or to allow my child to self-administer, while under the supervision of the employees and agents of the School District,) lawfully prescribed medication in the matter described above. I ACKNOWLEDGE THAT IT MAY BE NECESSARY FOR THE ADMINISTRATION OF MEDICATION TO MY CHILD TO BE PERFORMED BY AN INDIVIDUAL OTHER THAN A SCHOOL NURSE, AND SPECIFICALLY CONSENT TO SUCH PRACTICES. I further acknowledge and agree that, when the lawfully prescribed medication is so administered or attempted to be administered, I waive any claims I might have against the School District, its employees and agents arising out of the administration of said medication. In addition, I agree to hold harmless and indemnify the School District, its employees and agents, either jointly or severally, from and against any and all claims, damages, causes of action or injuries incurred or resulting from the administration or attempts at administration of said medication.

*All medicine must be in the original container and appropriately labeled.*

\_\_\_\_\_  
**PARENT'S / GUARDIAN'S SIGNATURE**

\_\_\_\_\_  
**DATE**

**NON-PRESCRIPTIONS: PARENT/GUARDIAN should complete the information**

**PRESCRIPTIONS: PHYSICIAN should complete information**

Name of Medication \_\_\_\_\_ Dosage/Frequency \_\_\_\_\_

Time to be given in school \_\_\_\_\_ Date of Prescription \_\_\_\_\_ Discontinuation date \_\_\_\_\_

Diagnosis requiring Medication \_\_\_\_\_

Expected side effects, if any \_\_\_\_\_

Must this medication be administered during the school day in order to allow the child to attend school or to address the student's medical condition? \_\_\_\_\_ Yes \_\_\_\_\_ No

Has this medication been previously administered to the student? \_\_\_\_\_ Yes \_\_\_\_\_ No

Physician's name – Signature \_\_\_\_\_ Date \_\_\_\_\_

Physician's name – print \_\_\_\_\_ Office Phone \_\_\_\_\_

The student's **PHYSICIAN** should complete information for a **PRESCRIPTION**:

Please complete this form and return it to school with the medication in the original container!

***REQUEST FOR STUDENT TO CARRY AND USE ASTHMA  
INHALER MEDICATION***

(Parent & Physician must complete)

Name of Student	Birth date
Address	Telephone Number
City	Zip

The above named pupil has ASTHMA.  
Please allow the above student to CARRY AND SELF-ADMINISTER the following medication at school:

Name of Medication (in the form of an inhaler)	
Dosage	Times(s) to be used
Possible Side Affects	

I certify that the above named student has been instructed in the use and self-administration of this medication.

He/she understands the need for the medication, and the necessity to report to school personnel any unusual side effects. He/she is capable of using this medication independently. I may be reached at the following phone number in the event of a reaction to the medication or in an emergency:

<b>Physician's Phone Number</b>	<b>Physician Signature Required</b>	<b>Date</b>
---------------------------------	-------------------------------------	-------------

Address of Physician	Printed Name of Physician
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I give permission for my child to carry the medication described below. I will notify the school of changes in my child's condition.

<b>Daytime Phone Number</b>	<b>Parent Signature</b>	<b>Date</b>
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## ***SPECIAL INSTRUCTIONS FOR FREE AND REDUCED LUNCH APPLICATION***

### **Dear Parents of SPGS Students:**

Free/Reduced Lunch Applications are available for completion at Registration. This application is still included in the handbook package. If you submit it in on Registration day, you do not need to complete it a second time!

If you receive Direct Certification statement, please submit that form to the office for your verification of free/reduced meal benefits.

***Please note under the 'Application Instructions' that the eligibility for households receiving food stamps or TANF has changed regarding requirements.*** Link card numbers cannot be used. Those with TANF cards receiving medical benefits only cannot automatically be approved for meals.

If you have any questions or need assistance in completing this application, please feel free to call me.

J. Elaine Pesch  
School Bookkeeper

Tel: 348-3695

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***Free and Reduced Lunch Application Instructions -Pg. 1***

(FORMS ARE AVAILABLE IN THE OFFICE)

***Free & Reduced Lunch Application Instructions -Pg. 2***

FORMS ARE AVAILABLE IN THE OFFICE

OR

CLICK ON THE LINK TO THE FORM

YOU WILL NEED TO PRINT THE FORM  
COMPLETE IT AND SEND TO THE SCHOOL

***Free & Reduced Application Form***

THIS FORM IS AVAILABLE IN THE OFFICE

OR

CLICK ON THE LINK TO THE FORM

YOU WILL NEED TO PRINT THE FORM  
COMPLETE IT AND SEND TO THE SCHOOL

# *Application For Fee Waiver*

**2008-2009**

**South Pekin Grade School District 137  
206 W. Main St., P. O. Box 430  
South Pekin, IL 61564-0430  
Tel: 309-348-3695**

Name of Student(s) \_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_  
Grade: \_\_\_\_\_

\_\_\_\_\_  
Grade: \_\_\_\_\_

**PURPOSE OF FEE:**

<b>BOOK RENTAL CHARGES</b>	<b>GRADES K-5 \$50.00</b>	<b>GRADES 6-8 \$65.00</b>
<b>REDUCED BOOK RENTAL CHARGES</b>	<b>ALL GRADES \$20.00</b>	

I, the undersigned parent/guardian of the above named student(s), hereby request that the School Board of South Pekin Grade School District 137 waive the above mentioned school fee pursuant to Illinois Revised Statutes, ch. 122, para. 10-20.13.

I further state, in support of this waiver request, that the following statement is true and accurate:

The above named student(s) is currently eligible for Free or Reduced Priced Meals  
Pursuant to Illinois Rev. Stat., ch. 122, para. 712.1 et seq., and I am enclosing evidence of eligibility.

While the above statement is not true or accurate, there are other reasons why I am unable to afford the school fee assessed to the above named student(s). These other reasons are described in detail below:

\_\_\_\_\_

I have reviewed the School District's policy and am specifically aware that supplying false information to obtain a fee waiver is a Class 4 felony (Ill. Rev. Stat. Ch. 38, para. 17-6). I attest that the statements made herein are true and correct. I also understand that if my current waiver status changes, that I will assume responsibility for a prorated payment of this fee.

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

\_\_\_\_\_  
PLEASE PRINT PARENT/GUARDIAN NAME

\_\_\_\_\_  
Street Address Zip

-----  
FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

Eligibility Determination: \_\_\_\_\_ Approved Free Meals Application

\_\_\_\_\_ Reduced Meals Application

\_\_\_\_\_ Other reasons given accepted by Authorized Representative

\_\_\_\_\_  
Signature -Determining Official

\_\_\_\_\_  
Date