

2009-2010

Student/Parent Handbook

Wood River-Hartford School District 15

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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August 2009

Dear Students and Parents,

Welcome to Wood River-Hartford Elementary School District 15. We are very proud of our school system and hope that you will share those same feelings of pride. On behalf of the Board of Education, administration, faculty, and staff; we wish you a successful school year.

We provide this handbook so that you will become acquainted with the expectations, procedures, and practices of our District. It has been reviewed by District staff and parents so that it will be a practical working document. We hope that you will read the handbook aloud and discuss it to promote a good understanding and to emphasize the importance of this handbook.

Please feel free to contact your building principal or the superintendent if you have any questions regarding any items in this handbook. We will do our best to help you understand the reasons behind the expectations, procedures, and practices.

Best wishes for a great school year.

Sincerely,

Wood River-Hartford School District 15

TABLE OF CONTENTS

WELCOME	2
SUGGESTIONS TO PARENTS.....	4
PARENT'S PLEDGE, PARENT/SCHOOL PARTNERSHIP, PHYSICAL NEEDS, CHARACTER EDUCATION PLEDGE	
GENERAL INFORMATION	5-10
STUDENT ARRIVAL & DEPARTURE, SCHOOL CLOSINGS, BOARD MEETINGS, HOME/SCHOOL PROBLEMS, VISITORS, REGISTERED SEX OFFENDERS, NO SMOKING, PHYSICAL & DENTAL EXAMS/IMMUNIZATIONS, STUDENT INSURANCE, ACCIDENTS, FEES, TELEPHONES, WEBSITE, NON- DISCRIMINATION, HARASSMENT, SEX EQUITY, UNIFORM GRIEVANCE PROCEDURE, TEACHER QUALIFICATIONS, ASBESTOS NOTICE, NOTICE OF PESTICIDE USE, RESIDENCY, BALANCED CLASS SIZE	
ACADEMIC INFORMATION	10-12
KEY TO SUCCESS, REPORTING TO PARENTS, HONOR ROLL, FIELD TRIPS, TITLE ONE, SPECIAL EDUCATION, COMPLAINTS UNDER SECTION 504, PROMOTION & RETENTION GUIDELINES	
ATTENDANCE INFORMATION	12-14
RESPONSIBILITY OF PARENTS, ATTENDANCE PROCEDURES, MAKE-UP WORK, TARDINESS, CLOSED CAMPUS, TRUANCY, LEAVING THE BUILDING, APPOINTMENTS, HOMEBOUND/HOSPITAL INSTRUCTION	
STUDENT BEHAVIOR	14-22
SELF-DISCIPLINE, POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS, RESPONSE TO INTERVENTION, STUDENT'S RIGHTS & RESPONSIBILITIES, STUDENT EXPECTATIONS, DISCIPLINARY PROCEDURES, SOCIAL FUNCTIONS, STUDENT DRESS	
STUDENT SERVICES.....	22-27
HEALTH SERVICES, MEDICATION POLICY, STUDENT DESKS & LOCKERS, LOST & FOUND, LIBRARY/MEDIA CENTER, AUTHORIZATION FOR INTERNET ACCESS & COMPUTER USE, STUDENT RECORDS, CAFETERIA SERVICES, BUS POLICIES, EXTRACURRICULAR ACTIVITIES	
BOARD OF EDUCATION/OFFICE INFORMATION.....	28
MISSION STATEMENT	28
INDEX.....	29
ADDITIONAL INFORMATION	30

SUGGESTIONS TO PARENTS

PARENT'S PLEDGE

As a Parent, I will:

- work with the school staff and cooperate to see that my child gets a good education.
- see that my child attends school unless ill, and comes to class on time.
- take an active interest in my child's homework projects and assignments.
- set a time and place for my child's homework, free from distractions.
- provide educationally-oriented activities at home for my children, and develop summer activities, as a family, which will be educationally valuable.
- attend Open House, programs, and meet my child's teachers when the need arises.
- get in touch with the school immediately if I have a concern or a problem.
- work to instill a positive attitude and to motivate my child with a desire and a feeling of need for an education; support the school, the administration, and the staff of the School District.
- attend school functions and show my child that I am interested.

PARENT/SCHOOL PARTNERSHIP

It is important that school employees and parents form a strong bond. We have two wonderful organizations—the Lorena Avenue PTA for LCE/LCJH and the Parent Teacher Club for HE. Both offer great ways to be involved with your child's school. The PTA meets the first Thursday of each month at 7 PM in the LCE Library, and the Parent Teacher Club meets the last Monday of each month at 5:30 PM in the HE Cafeteria. Working together and supporting one another will aid in helping a child. If we are divided, a child will lose great opportunities to learn appropriate behaviors and work standards.

Some students will occasionally try to play parents against school and vice versa. Open communication is a key to resolving problems and discovering truth. If you are ever in doubt or troubled by what your child says to you, please call your school's principal or teacher immediately.

PARENT + SCHOOL = SUCCESSFUL CHILD

PHYSICAL NEEDS

Children need appropriate rest and food. A child's physical well-being does affect his/her mental capacity.

Make sure your child receives a well-balanced diet, and especially a good breakfast. Send them to bed at an appropriate time to ensure adequate sleep. Dress them appropriately for various weather conditions. Protect them as well as you can from accidents or injuries.

Healthy children have a much greater chance to succeed in school than children who may not be well. Promote good health habits every way possible.

CHARACTER EDUCATION PLEDGE

*I pledge to be a kid of character.
To show respect for myself and others;
To be honest at all times;
To be responsible in my home, school, and community;
And to help others be people of character.*

GENERAL INFORMATION

STUDENT ARRIVAL & DEPARTURE

Please do not send students to school before 8 AM unless they are having breakfast at school because adult supervision is not provided on the playground or in the buildings.* They may enter the cafeteria at 7:45 AM for breakfast. Students who do not have school business or activities must leave the school building and grounds within 15 minutes of dismissal at each building. **

Parents, please do not enter the LCJH staff parking/bus loading area when picking up or dropping off students.

* As often as possible, parents who are transporting their own children to school should drop them off at the outside door. Unless you have other business, please do not enter the building when dropping off your child.

** Except for parents of Pre-K and Kindergarten students, we do ask that other parents NOT enter the school building to pick up a child at the close of school. Please meet your child outside the building. The purpose of this request is to reduce congestion in and around the schools.

SCHOOL CLOSING ANNOUNCEMENTS

In case of bad weather or any other emergency, the District will activate the automated call out system. The District will also contact the radio and television stations listed below for the airing of closing announcements. Parents should tune to one of these stations on days when it appears school may be closed due to severe weather.

TELEVISION STATIONS

KMOV, Channel 4
KSDK, Channel 5
KTVI, Channel 2

RADIO STATIONS

KMOX, 1120 AM
WBGZ, 1570 AM

BOARD OF EDUCATION MEETINGS

The Board of Education meets the fourth Tuesday of each month at 6:30 PM unless otherwise posted. Meetings are open to the public. To address the Board, it is necessary to contact the Superintendent at 254-0607 Ext. 220 before the Board meeting. He will explain the Board agenda to you and ensure that you have an opportunity to speak.

PROCEDURE FOR HOME/SCHOOL PROBLEMS

The faculty and administration of Wood River-Hartford School District 15 are sincerely interested in the educational welfare, rights, and responsibilities of the students. Occasionally, a problem may arise between a student and/or parent and District 15. If there is a problem in the classroom, you are encouraged to meet with the teacher to seek a solution. Appointments may be made with the teacher by calling the school office. Should you have a problem with District 15 policy or procedure, then please see the principal or his/her designee. If you do not receive satisfaction from the teacher or principal, then your problem can be heard by the superintendent or his/her designee; and, finally, the Board of Education. Every effort will be made to find a fair solution to any problem.

Good communication between the home and school is the key ingredient to stopping or solving a problem. Please discuss your concern with the proper person, which will usually be the teacher and/or principal.

VISITORS

Visitors are always welcome in District 15. However, for the safety of our students, all visitors must use the buzzer entry system at the building they wish to enter. Upon buzzing the office, office staff will identify visitors through remote cameras, and the door will be unlocked in order to enter the building. Visitors may be asked for identification. After entering, all visitors will need to report to the school's office, sign in, and be issued a visitor's badge. Parents wishing to confer with a teacher or other school employee should always call for an appointment in advance.

TRESPASSERS WILL BE PROSECUTED. This includes Trespassers in school buildings, on any school grounds, or on a school bus.

REGISTERED SEX OFFENDERS

Illinois law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present. As an exception, if the offender is a parent or guardian of a student in the school and notifies the principal, the parent or guardian offender may be present to (1) attend a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (2) participate in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (3) attend conferences to discuss other student issues concerning his or her child such as retention and promotion. Additionally, a parent or guardian offender may request permission to be present for other reasons from the Superintendent or School Board. Permission to be present on school premises for other than the above specified three purposes is at the sole and exclusive determination of the Superintendent or School Board.

Specifically, before being present on school property, a sex offender who is the parent of a student in the district must notify the District and receive appropriate permission in accordance with the relevant Board Policy available upon request from the office.

SMOKING PROHIBITED

Federal law and District 15 policy prohibits smoking by all people on school grounds, in school facilities, on school buses, and during school sponsored trips of any kind. ***Please do not smoke or use any other tobacco products while at school or assisting on a school field trip.***

PHYSICAL AND DENTAL EXAMINATIONS, IMMUNIZATIONS, AND EYE EXAMINATIONS

Physical examinations are required by law for students entering kindergarten/first grade, sixth grade, and ninth grade. Dental examinations are required for students entering kindergarten, second grade and sixth grade. All physical/dental examinations must be recorded on the authorized State of Illinois forms.

All students must show proof of immunizations against mumps, rubella, measles, tetanus, diphtheria, whooping cough, and poliomyelitis. Hepatitis B vaccine is also mandated for all children fifth grade through twelfth grade. Also, pre-school through sixth grade students must show proof of the chickenpox vaccination or documentation from the doctor stating the student has had the disease. Immunizations must be current and in compliance with the Illinois Department of Public Health Rules and Regulations. District 15 will abide strictly within the law in enforcing these examinations and immunizations. A student can be excluded from school if the proper physical exam and immunizations are not on file with the school nurse.

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required. Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

STUDENT INSURANCE

Generally, "School Time" student accident insurance is available for students in **grades K through 8 that are enrolled in our District**. This coverage protects your eligible child against excess medical expenses for accidental injury that may occur while attending academic classes during the regular school session. This coverage also helps to protect your **K-8 grade child** against the high cost of medical expenses resulting from an accidental injury that may occur while participating in a school activity. As in all cases, insurance coverage is limited. **Ultimately the parent is responsible for securing proper coverage and providing proof to the school.**

Additional optional coverage is available at a small cost. The office staff in each building will have further details.

ACCIDENTS

Any accident and/or injury that occurs during the school day or at a school activity must be reported to the nurse, a teacher, coach, playground supervisor, or the office personnel immediately. At the discretion of the nurse or principal, an accident/injury report will be completed. Parents are requested to update their emergency information with the school secretary as changes occur. This emergency information is very important when an accident occurs and must be kept current.

STUDENT FEES

Student fees for the school year are \$50.00, payable by cash or check. Fifteen dollars will be charged on all returned checks. We are able to keep student fees at a constant rate due to our participation in the Illinois Textbook Loan Program.

Parents who qualify for their child to receive a free or reduced price lunch will also be eligible for a student fee waiver. Please submit a fee waiver to your building principal to determine eligibility. Fee waiver forms are available at any time in each Principal's office.

We will charge parents for any lost, stolen, or damaged textbooks. Books are very expensive. Help us to conserve your tax dollar by encouraging your children to take good care of their materials.

TELEPHONES & MESSAGES

Please feel free to call and leave a message with the secretary for your child's teacher at any time during the school day. The teacher will attempt to return your call at his/her earliest convenience, and not later than the conclusion of the school day, if possible. You are encouraged to use e-mail to contact the faculty. A list of faculty e-mail addresses is available at www.wrh15.org.

Students may use a school phone only in case of an emergency. **Only messages of an urgent nature will be delivered to students by office personnel.** Students will not be called to the phone during instructional time except for emergencies. Please do everything that you can to work out transportation arrangements with your child prior to the start of the school day.

Cellular phones may not be brought onto school premises or used in any way without authorization.

WEBSITE

District 15's website contains our Mission Statement, a spotlight on student activities, a current school calendar, a monthly events calendar, Board of Education information, faculty and staff listings, cafeteria menus, school closing information, District job vacancies, the current annual school budget, etc. Visit us at www.wrh15.org.

NON-DISCRIMINATION

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic and social conditions, or actual or potential marital or parental status.

Any student may file a discrimination grievance by using the Uniform Grievance Procedure, found on pages 8-9.

HARASSMENT

District 15 expressly prohibits any form of unlawful harassment of students based on their race, color, religion, creed, gender, national origin, age, marital status, sexual orientation, or the presence of handicaps or disabilities. A student or employee who harasses any student is subject to discipline, up to and including expulsion or termination, as appropriate. The District will not tolerate conduct from anyone that creates an intimidating, hostile, or offensive academic environment.

In particular, in accordance with Title IX, the District environment should be free from sexual harassment. Sexual harassment is defined as any conduct of a sexual nature when: (1) submission to such conduct is made either

explicitly or implicitly a term or condition of an individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's educational performance or creating an intimidating, hostile, or offensive work environment. Some examples of sexual harassment include:

- a. unwelcome sexual advances;
- b. touching of a sexual nature;
- c. graffiti of a sexual nature;
- d. displaying or distributing sexually explicit materials;
- e. sexual gestures;
- f. sexual or "dirty" jokes;
- g. pressure for sexual favors;
- h. touching oneself sexually or talking about one's sexual activity in front of others;
- i. spreading rumors about or rating students on their sexual activity.

Students who are victims of sexual harassment or other harassment are encouraged to notify their principal or follow the Uniform Grievance Procedure, found on pages 8-9.

SEX EQUITY

In accordance with Title IX, no student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied access to educational and extra-curricular programs and activities.

Any student may file a sex equity complaint by using the Uniform Grievance Procedure, found on pages 8-9. A student may appeal the Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/23.8 of The School Code).

UNIFORM GRIEVANCE PROCEDURE

Students, parents/guardians, employees, or community members should notify any District Complaint Manager, identified below, if they believe that the Board of Education, its employees or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal statute, Board policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Individuals with Disabilities Education Act, 20 U.S.C. §1400, *et seq.*;
5. Title VI of the Civil Rights Act, 42 U.S.C. §2000, *et seq.*;
6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act, 42 U.S.C. §2000, *et seq.*);
7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, programs;
10. Victims Economic Security and Safety Act, 820 ILCS 180/1, *et seq.*;
11. Illinois Equal Pay Act of 2003, 820 ILCS 112/1, *et seq.*;
12. Provision of services to homeless students.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

1. Filing a Complaint

A person (hereinafter Complainant) who wishes to avail herself/himself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint

with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed.

2. Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy; (2) as necessary to fully investigate the complaint; or (3) as authorized by the Complainant.

Within 10 school days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may require an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education, which will make a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

3. Decision and Appeal

Within 5 school days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager.

Within 5 school days after receiving the Complaint Manager's report, the Complainant may appeal the decision to the Board of Education by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board of Education. Within 10 school days, the Board of Education shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information for the Board. Within 5 school days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action. The Complainant may appeal the Board of Education's decision to the Regional Superintendent pursuant to Section 3-10 of the School Code and, thereafter, to the State Superintendent pursuant to section 2-3.8 of the School Code.

This grievance procedure shall not be construed to create an independent right to a Board of Education hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

District 15's current Complaint Managers are Sue Rives and Patrick Shelton.

TEACHER QUALIFICATIONS

Under the No Child Left Behind Act of 2001, parents have a right to request information about the qualifications of their child's teachers and teacher assistants. In accordance with District policy, such requests may be made in writing to the District office.

ASBESTOS NOTICE

To the best knowledge of District 15, all asbestos containing materials have been removed from all buildings in the District. However, in accordance with Illinois law, this notice is to inform building occupants of the potential hazard asbestos containing materials could pose. It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials.

Asbestos containing materials have been removed from the following school buildings, which are now determined to be free from asbestos: Lewis and Clark Jr. High, Lewis and Clark Elementary, and Hartford Elementary.

In the event any asbestos containing materials are located in any building in the future, any evidence of disturbance or change in condition will be documented in the Management Plan as required by law. Cleaning and maintenance personnel, who have been trained in identification of asbestos containing materials and recognize the danger of asbestos, would take any special precautions necessary to properly clean up asbestos debris and guard against disturbance of the asbestos containing materials, although no asbestos is believed to be present in any District building. If necessary, however, measures will be taken when needed to protect the health of building occupants.

Any concerns regarding asbestos containing materials should be directed to the designated Asbestos Program Manager, Lloyd Woolverton, 501 East Lorena Avenue, Wood River, IL 62095, (618) 254-0205 Ext. 241.

NOTICE OF PESTICIDE USE

In accordance with state law, the District has adopted an integrated pest management policy. The District uses pesticides in accordance with this policy to keep its buildings and grounds free from insects, rodents, weeds, and other unwanted pests. These pesticides are applied by licensed contractors or employees at times when students are not present. Please contact the Superintendent if you desire more information or to be put on a notification list.

RESIDENCY

In order to attend District 15 schools tuition free, a student must be a resident of District 15 within the meaning of the Illinois School Code or fall within the specific exceptions to the law. When registering students, two proofs of residency within the District must be presented in the form of a recent utility bill, voter registration, tax bill, occupancy permit, and/or legal housing contract or lease. Should it be determined at a hearing of the Board of Education that a student attending the District's schools is not a resident of the District, pursuant to Illinois law, the school must charge tuition for that student. Moreover, willfully and knowingly providing false information regarding a student's residency in order to avoid payment of tuition can constitute a criminal offense. Questions about student residency and tuition may be directed to the Superintendent.

BALANCED CLASS SIZE

It is the goal of District 15 to provide the best possible environment for learning for **all** students. As a result, the District will make every effort to make class sizes equitable at **all** elementary grade levels. The District reserves the right to place students in the school that can best help the District achieve this goal. Students may be required to attend a school outside of their community of residence (Hartford students may be placed at Lewis and Clark Elementary or Wood River students may be placed at Hartford Elementary). When this occurs, the District will be responsible for providing transportation from the student's home school.

ACADEMIC INFORMATION

KEY TO SUCCESS

Becoming educated is extremely important. It is a key ingredient in our ability to succeed, to maintain a civilized society, and to protect our democracy.

Learning should be fun and exciting! Assume your role as a student with seriousness, conviction to do well, and a strong work ethic. Great rewards will come your way!

Prepare to step into an exciting future! Work and study hard today!

REPORTING TO PARENTS

We do encourage frequent communication between the school and home and vice versa.

Parents will receive a quarterly report card of their child's progress. Additionally, mid-quarter reports will be issued to keep you informed of your child's progress.

Further, you are encouraged to schedule a conference anytime that you see a change in your child's progress. Bringing home school papers that show incomplete work, many corrections, or poor grades are all reasons why you should contact your child's teacher. Also, if you see a significant change in your child's study habits, attitude, or behavior, please schedule a conference with his/her teacher.

HONOR ROLL

Lewis & Clark Jr. High students in grades 6, 7, and 8 can earn honor roll status by producing good grades. The criteria for High Honor Roll is that a student can have only one "B". All other grades must be "A's". To be eligible for the Honor Roll, a student must have all "A's" and "B's", except a student may have one "C" if he/she has at least one "A". District Grading Scale: 100=A+, 94-99=A, 90-93=A-, 88-89=B+, 84-87=B, 80-83=B-, 78-79=C+, 74-77=C, 70-73=C-, 68-69=D+, 64-67=D, 60-63=D-, 59-below =F.

FIELD TRIPS

Field trips will occasionally be taken to enhance the children's educational experience. Field trips are an extension of the classroom, and the teacher is still in complete control of the classroom. Parents may be requested to attend certain trips as chaperones. Too many people can be as much of a safety problem as too few. The teacher has the authority to determine the number of chaperones needed. Those parents acting as chaperones do need to ride the school transportation as provided. Students must observe bus rules at all times while participating in any school-sponsored event. Field trip permission forms will be filled out at registration.

TITLE ONE

Wood River-Hartford Elementary District 15 provides a Title One program for identified students in grades K-2 who need additional help to be successful in school. Funds for this program are provided through federal grant monies.

Through information received from parents, teachers, and administrators, a program has been established in order to service areas of greatest need. Students are identified to participate in the Title One program based on their scores on District achievement tests, the recommendation of classroom teachers, and classroom grades.

If you should have any questions regarding the Title One program, please contact Principal Patrick Shelton at 254-4354 Ext. 235, Lewis and Clark Elementary School.

SPECIAL EDUCATION

Special Education Procedures

Wood River-Hartford District 15 is a member of Region III Special Education Cooperative. We will make available to all students with disabilities ages three to fifteen a free and appropriate education. Special classes as well as supportive and related services are provided to all children who are found to be eligible in the following areas:

- a. Auditory, visual, physical, or health impairment
- b. Speech or language impairment
- c. Deficits in the essential learning processes of perception, conceptualization, memory, attention, or motor control
- d. Deficits in intellectual development and mental capacity
- e. Educational maladjustment related to social or cultural circumstances
- f. Affective disorders or adaptive behavior which restricts effective functioning in the standard program

Services for these eligible children are provided on a District or Cooperative basis. Parents or guardians wishing to refer their child should utilize the following procedure:

1. Contact the building principal where the child attends.
2. Arrange for a conference with those school officials and state what concerns you have, and if you do or do not want an evaluation.
3. The School District will send you a letter describing any actions they will take regarding the request for an evaluation of your child.
4. If the District decides to evaluate, this evaluation will be completed within 60 school days from the date you give permission (by signature) for the evaluation to be conducted.
5. You will be given written notice of the date, time, and place where a conference will be held to discuss the findings of the evaluation. This conference will also attempt to formulate recommendations for special programming when indicated by the evaluation.
6. You should make every effort to attend this meeting and all meetings in which any decision regarding your child or ward will be determined.
7. Following each meeting in which any change in programming is decided upon, you will receive a written statement describing the proposed change. You will have ten days to formally object to the decision.

Rights of the Disabled in Due Process: The parent or guardian has the right to disagree with the School District. There are different points and times where a disagreement may occur. If you disagree with the decision regarding a handicapped child, you may ask for a Due Process Hearing. If you wish to ask for a hearing on behalf of your child or ward, you should contact the District Superintendent.

Parents, guardians or interested citizens may obtain a copy of "Explanation of Procedural Safeguards" by contacting the Office of Special Education, Wood River-Hartford Elementary School District #15, 501 East Lorena Avenue, Wood River, IL 62095. The telephone number is 254-3593 Ext. 240.

2. Behavior Intervention Plan

When a student cannot follow the District's discipline standards due to his/her disability, a Behavior Management Plan will be developed. Parents of students with a Behavior Management Plan will receive copies of the policy and procedures related to behavioral interventions when the plan is developed. The District has adopted policies and procedures relating to behavior interventions for students who are eligible for special education and related services. Anyone who is interested in receiving a copy of the policy and procedures may receive one upon request to the administrative office of the District.

COMPLAINTS UNDER SECTION 504

It is also the intent of District 15 and Region III Special Education Cooperative to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) are identified, evaluated, and provided with appropriate educational services. Students may be handicapped under these policies even though they do not require special education services pursuant to the Individuals with Disabilities Education Act (IDEA).

Due Process rights of handicapped students and their parents under Section 504 will be enforced. A parent may contact the building principal for information regarding Section 504.

PROMOTION & RETENTION GUIDELINES

It is our sincere desire that each and every student be promoted at the end of a school year. However, there are occasions when it is in the best interest of a student to be retained. This should not be looked upon as something "bad", but rather what is best for the child. Students do progress at different rates.

If retention is being considered by school personnel, the parent will be contacted for a conference at the earliest possible indication of such a need. Though school officials will make the final decision about retention, input from parents will weigh heavily on the decision.

Retention will usually occur with primary age children (Kindergarten and first grade). However, any student who fails two or more subjects is at risk of not having success at the next grade level and, therefore, will be considered for possible retention.

Any student, who is absent in excess of 18 days per year and was not on homebound or hospital instruction, may be retained.

District 15 does not socially promote students. Certain academic and attendance requirements must be met to be promoted each year.

ATTENDANCE INFORMATION

RESPONSIBILITY OF PARENTS

The Illinois Revised Statutes require that parents/guardians shall cause their child to be present at school daily for as long as the child is enrolled. Regular student attendance is of great importance in the education process. **A STUDENT WHO IS NOT PRESENT IN SCHOOL IS NOT LEARNING.** Further, students who are absent without a valid reason are establishing a very poor habit. Therefore, we do encourage parents to fulfill their legal obligation by making sure that their child is in school daily. We have outstanding educational opportunities in District 15. Help your child take advantage of those opportunities.

SEND YOUR CHILD TO SCHOOL DAILY.

ATTENDANCE PROCEDURES

If a student must be absent from school, his/her parents/guardians must call the building principal's office by 9 AM. The reason for the absence must be stated to the principal's secretary or left on the secretary's voice mail. An absence will be excused only if the child is sick, he/she has a doctor or dental appointment, there has been a death in the family, he/she is observing a particular religious holiday, an immediate bona fide family emergency, or the parent has pre-arranged an absence with the principal. A child absent for any other reason will be considered (unexcused) truant.* Students who are unexcused may make up missed work, but may also receive an additional grade of "0" (zero) if a grade for participation is normally given.

For the safety and well-being of your child, it is important that we know his or her whereabouts. Please call your child's school to report any absence. Phone numbers are listed on pages 28 and 30.

* If you fail to call in your child's absence, then you must submit a written excuse upon his/her return to school.

MAKE-UP WORK

Make-up work will be given to students upon their return to school after a one, two or three day absence. Parents do not need to collect assignments for absences that last three days or less.

When absences last more than three consecutive days, the parents may call for assignments. Please do not call later than 9:00 AM on the day you plan to pick up the assignments. Please plan to pick up assignments between 3:30 PM and 3:45 PM or you can visit www.wrhl5.org for LCJH assignments.

TARDINESS

As a student, it is your responsibility to use a reasonable degree of judgment in regard to the time element that you have before school, between classes, and at noon. Adequate passing time is provided to get from one classroom to another at Lewis & Clark Jr. High. It is, however, impossible to visit with friends, go to your locker, get a drink, go to the restroom, and still make it to class on time.

USE GOOD JUDGMENT - BE PROMPT.

→→If you are frequently tardy to class, the teacher may need to send you to the office.

→→Please get to school on time, and be in your classroom on time. AN UNEXCUSED TARDY RESULTS IN A DETENTION AT LCJH. Students arriving late to school due to a scheduled appointment will receive a detention unless they have a note from their doctor or dentist showing proof of the appointment.

CLOSED CAMPUS

Each school in District 15 practices a closed campus policy. This means that students are not permitted to leave campus at any time during the school day. The only exception to this policy is for parents who provide lunch at home for their children. In this case, the parent will be required to sign the student out in the office, and the student must report to the office on returning to school. Students are NOT permitted to leave with other students or other students' parents.

TRUANCY

A truant is defined in the state of Illinois as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.

PARENTS ARE REQUIRED BY LAW TO ENSURE THAT THEIR CHILD ATTENDS SCHOOL.

An attempt will be made to notify the parent each time a student is truant.

Chronic truancy is defined as absence without valid cause for 10% or more of the previous 180 regular attendance days. The names of chronic truants and the person who has custody of them by law must be provided to the

regional superintendent of schools. Chronic truants are referred to the Madison County Truant Officer and may be found in violation of Wood River Ordinance No. 07-06.

LEAVING THE BUILDING

Any time students leave the building during regular school hours, they must have a note from their parents or approval from the building principal or nurse, and their parent/guardian must sign them out in the office. This includes students who are leaving due to illness or for a pre-scheduled appointment.

DOCTOR & DENTIST APPOINTMENTS

Again, regular student attendance is very important. As often as possible, please try to schedule doctor and/or dentist appointments for Saturday or very late in the afternoon Monday through Friday. If it is necessary to schedule a doctor or dentist appointment during school hours, please bring an appointment card from the doctor upon your return to school.

HOMEBOUND/HOSPITAL INSTRUCTION

During the school year, District 15 offers a broad range of specialized education services. If your child has a temporary physical or health impairment which your physician estimates will require a minimum of two weeks absence from school, he/she may be eligible for homebound or hospital instruction.

If the student is not already receiving special education services, eligibility for this specialized instruction will be determined by a homebound case study evaluation which will consist of:

- a. A review of the child's current educational status
- b. A review of his/her academic needs during the period of absence
- c. Recommendations regarding the type of teacher(s) needed

When the evaluation has been completed, the District Superintendent or his designee will determine the child's eligibility, and you will be notified of the decision. If your child is eligible for these services, a Homebound Instruction packet must be completed before the services can begin.

If you have any questions regarding the decision, an informal conference will be held to explain the basis for the recommendations. Should you not agree with the decision, you may, after the informal conference, request an impartial due process hearing.

STUDENT BEHAVIOR

SELF-DISCIPLINE

One of the most important "subjects" in District 15 is discipline. It underlies our entire structure. Students must learn the concepts of self-discipline to develop good character, orderliness, and efficiency for themselves. Students are encouraged to be good and to conduct themselves in accordance with the school's expectations of good behavior. Students with good self-discipline will have respect for themselves, their classmates, parents, teachers, and other authority figures. This is a key trait in living a happy and peaceful life.

EMPLOY SELF-DISCIPLINE - THINK BEFORE YOU ACT OR SPEAK

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS—PBIS

Positive Behavior Intervention Support (PBIS) is a program supported by the Wood River-Hartford District #15 schools to promote and maximize academic achievement and behavior competence. PBIS is a district-wide strategy for helping all students achieve important social and learning goals. We know that when good behavior and good teaching come together, our students will excel in the learning.

RESPONSE TO INTERVENTION—RTI

The Illinois State Board of Education believes that increased student learning requires the consistent practice of providing high quality instruction matched to student needs. Response to Intervention (RTI) is a general education

initiative which requires collaborative efforts from all district staff as well as general and special educators to provide a quality educational environment for each student's academic and behavioral needs. Students must be identified and monitored continuously with documented student performance data that is also used to make instructional decisions.

STUDENT'S RIGHTS & RESPONSIBILITIES

Education cannot proceed effectively without good, consistent discipline. Good discipline is best thought of as positive, not negative, of helping a student to adjust rather than as punishment.

The dignity of individuals should be protected, with proper consideration displayed for their personal feelings which may be associated with race, color, creed, cultural heritage, and intellectual and physical characteristics. Educators as well as students should be respectful to each individual in his/her daily life and develop a sincere appreciation for the different ethnic, economic, religious, and social backgrounds of groups.

In District 15, we believe our students have certain rights which must be protected. We also believe that they have definite responsibilities which must be fulfilled in order to ensure that all students succeed in school.

These rights and responsibilities are as follows:

RIGHTS

1. Each student has the right to pursue an education without the fear of personal harm or damage to personal property.
2. Each student has the right to participate in an educational experience free from disruptive, distractive, or destructive influences.
3. Each student has the right to expect a well-prepared and organized classroom procedure.
4. Each student has the right to express himself/herself and his/her opinions verbally and in writing without disrupting the educational environment. This includes student publications and the right to petition.
5. Each student has the right to, in cases of suspension, expulsion, or other disciplinary action, appeal as it is outlined in this publication.
6. Each student and parent has the right of privacy concerning their academic and personal records maintained by the school.
7. Each student has the right to dress in such a way as to express his/her personality without causing a disruption to the educational environment, unless it violates the dress code.
8. Each student has the right to be treated fairly and equally without regard to sex, race, etc. by all teachers and staff of the School District.

RESPONSIBILITIES

1. Each student has the responsibility to restrain himself/herself and actively discourage others from inflicting personal harm or damage to another student's property.
2. Each student has the responsibility to support efforts to maintain an environment free from disruptive, distractive, or destructive behavior and influences.
3. Each student has the responsibility to prepare himself/herself for and participate in classroom activities to the best of his/her ability.
4. Each student has the responsibility to express his/her opinions in a respectful manner so as not to offend or slander others. Freedom of expression should not interfere with the educational process.
5. Each student has the responsibility to abide by decisions reached through the appeal process.
6. Each student has the responsibility to respect the privacy of others concerning academic and personal records.
7. Each student has the responsibility to dress and groom in a manner that meets reasonable community standards of good taste, health, safety, and cleanliness, and which does not disrupt or interrupt the educational process or indicate affiliation with any group which advocates dangerous or unlawful activities.
8. Each student has the responsibility to respect the authority of teachers and staff of the school district.

STUDENT EXPECTATIONS

Each of our schools utilizes the PBIS (Positive Behavior Intervention and Supports) process as a way of managing behavior in each school. As part of the PBIS process, each school has established their own set of expectations. By following the expectations established, we believe that all other 'rules' that typically apply in a school setting would be followed as well. For example, walking in the building is part of being respectful and showing self-control. The expectations identified by each school are:

Lewis and Clark Junior High School

Be Respectful
Be Responsible
Be Ready

Lewis and Clark Elementary School

Be Respectful
Be Responsible
Make Appropriate Choices
Be a Kid of Character

Hartford Elementary School

Demonstrate Responsibility
Obey the Rules
Give Others Respect
Show Self-control

As part of maintaining a safe environment for the students of each building, students from other buildings are not allowed to be in a school other than their own without permission from the principals of both buildings. (Junior High in Elementary, etc.) Students are also not permitted to be on the playground until 3:45 p.m. on school days.

DISCIPLINARY PROCEDURES

Students are encouraged to use self-discipline. School staff members will make every effort to help students gain acceptable self-discipline standards. However, when self-discipline fails, regulations for the management of school behavior must be enforced by those directly responsible for the operation of the schools.

Schools clearly have the legal right to maintain discipline. According to the Illinois School Code, educational employees stand in the relation of parents and guardians to the pupils. This relationship may be exercised at any time for the safety and supervision of the pupils in the absence of the parents. (1994 Illinois School Code. Section 105 ILCS 5/24-24). The Code also requires that the Board of Education establish policies on discipline such as this handbook.

These disciplinary policies should be fair, logical, and clearly defined. They should be promptly administered with due process and applied consistently among all students. Consequences such as suspension and expulsion are used only in very serious situations and then with appropriate caution and care by school officials. The following list defines some, but not all punishable offenses:

- | | |
|---|--|
| 1. Arson | The willful and malicious burning of or attempt to burn any part of any building or any property of District 15 Schools. |
| 2. Bullying, Harassing, Threatening or Intimidating Act | The act of threatening the well-being, health, or safety of any person on school property or enroute to or from school verbally, in writing, by gesture, by electronic communication, or by other means. This includes racial, ethnic, cultural, religious, sexual, or other harassment. |
| 3. Closed Campus Violation | The act of leaving the school campus without authorization. |
| 4. Continued Class Disruption | The repeated involvement in behavior which disrupts the |

educational process.

5. Disrespect
The insulting, name calling, dishonor, or verbal or written abuse of any member of the school staff or student body.
6. Distribution of Unauthorized Printed Materials
The act of distributing unauthorized materials on school property.
7. Dress Standards Violation
The act of dressing in a manner which violates community standards of good taste, health, safety, and cleanliness, which promotes an illegal activity, or which disrupts or interrupts the education process; or which indicates affiliation with any unlawful group.
8. False Reports of Fire or Bombs
The act of falsely initiating a fire alarm, falsely reporting an impending bombing, falsely calling 911, or otherwise making a false report to school officials, law enforcement, or other emergency services personnel without just cause.
9. Fighting
The act of involving hostile body contact in or on school property, on a school bus, or going to or from school or a school event, or at any activity under school sponsorship, such as a dance or athletic event.
10. Fireworks or Explosives
The act of possession, use, or threatening to use any fireworks, explosives, or other such instruments capable of inflicting bodily injury.
11. Forgery
The act of falsely using, in writing, the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms, parental notes, or other work.
12. Gambling
The act of gambling for money or valuables.
13. General Misbehavior
Conduct which is not in the best interests of the school environment.
14. Inciting Others to Violence or Disobedience
The encouragement of demonstrations, altercations, or protests which disrupt the normal educational process through words, acts or deeds.
15. Indecency
The act of offending commonly recognized standards of appropriateness, health, or safety.
16. Insubordination
Refusing to follow the instructions of authorized school personnel.
17. Internet Abuse
The act of pulling up sites that violate the District 15 Internet Use Policy, or using or intentionally reading abusive, vulgar, or inappropriate language or graphics on the internet..
18. Littering
The act of willfully littering on school property or enroute to and from school.
19. Loitering / Trespassing
The act of being in or about any school building, or in specifically restricted areas of a school building at unauthorized times, or without the specific authorization of school personnel. Students, who are suspended or expelled, are not allowed to be on the grounds of any District 15 school while the penalty is in effect. Students should not stay on school grounds after school unless they are involved in school activities.

20. Obscenity	The act of using or displaying obscene behavior or profane language in verbal, electronic, or written form, or in pictures, caricatures, or by obscene gestures.
21. Physical Attack	The act of physically assaulting or attacking any person on school property or while enroute to or from school, including any activity under school sponsorship.
22. Possession of Electronic Devices	The act of bringing paging devices, cellular telephones, radios or other electronic or noise-making devices, which disrupt the educational process, to school premises without authorization.
23. Possession of Weapons	The act of possessing, using, or threatening to use any weapon, look-a-like weapon or instrument capable of inflicting bodily harm. Weapons include firearms, ammunition, knives (including pocketknives), or any object which may be used as a weapon.
24. Sexual Assault	The act of making any type of unwelcome physical contact of a sexual nature to a student, staff member, or other individual in the school.
25. Sexual Harassment	Any type of unwelcome conduct directed toward a student, staff member, or other individual in the school because of his/her gender. This conduct may include verbal comments about parts of the person's body, name calling, attempts to alter articles of clothing, pressure for sexual activity, or other unwelcome advances.
26. Shakedown and/or Strong Arm Extortion	The act of extortion or taking or attempting to take any money or things of value from a person in the school without permission.
27. Theft	The act of taking or acquiring the property of others without their consent, including found property.
28. Cheating	The act of fraudulently obtaining information on examinations or school assignments from other students or other sources.
29. Tobacco Products	Use of tobacco products by students or the possession of such products during the school day in school buildings, on school property, or on school buses.
30. Truancy and Tardiness	The act of unexcused absence or lateness to school or classes for any period of time.
31. Unauthorized Sale or Distribution	The act of selling or distributing or attempting to sell or distribute any object or substance which has not been authorized for sale or distribution by the building principal to any person on school property.
32. Unauthorized Student Protest	The act of protesting which results in the disruption of the normal educational process.
33. Unlawful Drugs, Drug Paraphernalia, and Behavior-Altering Substances	Possession, use, distribution, purchase, being under the influence of, or sale of any alcoholic beverage, controlled substance, look-alike drug, drug paraphernalia, any illicit drug, prescription drug or over-the-counter drug without a medical prescription or appropriate authorization.
34. Vandalism	The act of willful destruction or defacing of property belonging to others.
35. Other Violations	Guidelines for acceptable behavior are by no means limited to

those listed in this handbook. The District and individual schools reserve the right to establish additional standards as needed.

A. Consequences may occur in the following ways:

1. Conference

A discussion is held with a student and/or parents/guardians by the appropriate staff.

2. Detention

A student may be detained before or after school or during the free part of a lunch period by teachers or administrators. Procedures for detention may vary at the individual schools according to the needs of that particular school. Students and parents should familiarize themselves with their school's procedures.

3. In-School Suspension and Out-of-School Suspension

A student is separated from daily classes or school for a period not to exceed ten consecutive school days. A suspension does not become a part of a child's permanent record. While serving in-school suspension or out-of-school suspension, students will be allowed to make up their classroom assignments and/or tests, but will receive a zero for the participation grade in classes that routinely give a daily participation grade. Students cannot participate in any extra-curricular activities and will not be allowed on school property during their suspension.

Procedure for Suspension from School —

a. The Superintendent, principals or their designees are authorized to suspend pupils guilty of disobedience or misconduct for a period of time not to exceed ten days.

b. Every effort will be made to immediately contact the parents/guardians about their child's suspension. A letter stating the date(s) of and the reason for the suspension will be mailed to the parents/guardians. A copy will be filed with the Superintendent.

c. Within five (5) school days after receiving the notice of suspension, the parents/guardians may submit a written request to the Superintendent and the School Board or a Hearing Officer appointed by the Board shall review such action of the principal.

d. At the review hearing, the parents/guardians and the child may appear and discuss the suspension with the Board or its Hearing Officer.

e. If a Hearing Officer is appointed by the Board, he/she shall report to the Board a written summary of the evidence heard at the meeting.

f. After the hearing and upon receipt of the written report of its Hearing Officer, the Board may take such action as it finds appropriate.

4. Expulsion

An elementary or junior high student may be removed from the school for up to two calendar years. Expulsions do become a part of the child's permanent record. During that period of time, the student cannot receive credit, participate in school extra-curricular activities, or be allowed on school property.

Procedure for Expulsion from School —

a. Expulsion will take place only after the parents/guardians have been requested to appear at a meeting of the Board or with a Hearing Officer appointed by the Board to discuss the alleged gross disobedience or misconduct.

b. The request shall be made by registered or certified mail and shall state the time, place, and purpose of the meeting.

c. The Board, or a Hearing Officer appointed by it, at such meeting shall state the reasons for expulsion and the date on which the expulsion will become effective and the date the expulsion will terminate.

d. If a Hearing Officer is appointed by the Board, he/she shall report to the Board a written summary of the evidence heard at the meeting.

e. The Board shall take such action on the Hearing Officer's report as it finds appropriate.

THE BOARD OF EDUCATION HAS THE SOLE AUTHORITY IN THE EXPULSION OF STUDENTS.

5. Other Remedies

* Counseling with a student.

- * Conferences with a parent.
- * Assigning students alternative work.
- * Re-evaluation of class schedules or removal from class in cases of theft or of severe or repeated disciplinary offenses.

B. Guidelines For Determining Length of Penalty

After determining whether the student engaged in misconduct, the school official will consider what consequence will be imposed. In making the determination, school officials will consider such factors as the nature of the infraction, the severity of the offense, the student's previous discipline record, the age of the student, and other extenuating circumstances might be considered.

The following are guidelines to be used by school officials:

1. Up to and including FIVE school days of suspension for such acts as:
 - a. Continued class disruption
 - b. Closed campus violations
 - c. Forgery
 - d. Gambling
 - e. Littering
 - f. Loitering/trespassing
 - g. Non-compliance with no-smoking policy
 - h. Obscenity
 - i. Unauthorized distribution of printed materials
 - j. Use of tobacco products by students or the carrying of such products during the school day in school buildings, on school property, or on the school bus
 - k. Cheating
 - l. Unauthorized sale or distribution of any material or substance
 - m. Possession of electronic devices without authorization
 - n. Dress standards violation
 - o. Other violations
2. Up to and including TEN school days of suspension for such acts as:
 - a. Disrespect
 - b. Fighting
 - c. Indecency
 - d. Insubordination
 - e. Repeated truancy and/or tardiness
 - f. Bullying, harassing, threatening, or intimidating acts
 - g. Unauthorized student protest
 - h. Sexual harassment
 - i. Other violations
3. EXPULSION and/or up to and including TEN school days of suspension for such acts as:
 - a. Repeated occasions of any of the previously listed offenses
 - b. Arson
 - c. General misbehavior
 - d. False reports of fire or bombs
 - e. Inciting others to violence or disobedience
 - f. Physical attack
 - g. Possession of weapons
 - h. Possession, use, or sale of fireworks or explosives
 - i. Shakedown and/or strong arm extortion
 - j. Theft
 - k. Use, possession, being under the influence, or transfer of any unlawful drug or behavior-altering substance
 - l. Vandalism

- m. Sexual assault
- n. Other violations

C. A Special Emphasis On Safety In The Schools

The maintenance of a safe and pleasant school environment which is conducive to learning is the highest priority of District 15. For this reason, students who engage in such activities as vandalism, physical attack, theft, arson, or the carrying or use of a weapon are subject to extremely serious penalties. These penalties may include not only a multiple day SUSPENSION of up to and including ten days, but also EXPULSION.

THE BAN ON THE CARRYING OR USE OF ANY TYPE OF WEAPON SHOULD BE CAREFULLY NOTED BY BOTH STUDENTS AND PARENTS. WEAPONS INCLUDE FIREARMS, AMMUNITION, ANY TYPE OF KNIFE (INCLUDING POCKET KNIVES), OR ANY OTHER OBJECT WHICH MAY BE USED AS A WEAPON. STUDENTS SHOULD CLEARLY UNDERSTAND THAT SUCH THINGS AS A POCKET KNIFE MAY NOT BE CARRIED TO SCHOOL, EVEN IF THERE IS NOT INTENT TO USE IT IN A HARMFUL MANNER. EXPULSION OR SUSPENSION WILL BE LEVIED ON ANY STUDENT WHO IS FOUND TO BE CARRYING A WEAPON TO, FROM, OR WITHIN THE SCHOOL; OR TO, FROM, OR AT ANY SCHOOL ACTIVITY. IN THE CASE OF A STUDENT POSSESSING A GUN (FIREARM, BB GUN, OR AIR GUN), EXPULSION WILL BE LEVIED AGAINST THE STUDENT. IN ACCORDANCE WITH FEDERAL LAW, THE BOARD OF EDUCATION MAY DIRECT THE SUPERINTENDENT TO REDUCE THE PENALTY ON A CASE-BY-CASE REVIEW.

In addition to school penalties, carrying or possessing certain lethal weapons while in a building or on the grounds of any school is a Class 4 felony as per House Bill #2162. A Class 4 felony carries a minimum penalty of one year in a penitentiary.

Any student who has initiated or taken part in any act of vandalism, theft, arson, or serious crimes against persons may be expelled and may be identified to police. Further, it shall be the policy of the Board of Education to recover damages from the parent/guardian of any minor, or from any person who has initiated or taken part in such acts.

D. Interviewing Of Students By Police & DCFS

If a student initiates a request to talk to the police (i.e., an accident or incident report), such request will be approved and handled in confidence by the building principal.

If the police request to interview a student, an attempt shall be made to notify the parent/guardian of the student that the police wish to interview the child unless the parent/guardian is a suspected co-conspirator or a suspect to an incident involving the child. In the event that the parent/guardian cannot be reached, the interview may proceed in the presence of a building administrator or designee, unless the incident involves school personnel and the student specifically requests that school administration not be present.

It should be recognized by all that the police have the authority to remove a student from the school.

Steps 1 and 2 above will also apply to DCFS personnel.

E. Exclusion From School

Parents are required by law to comply with the District's policies on student physical examination, required immunizations, completion of the student emergency form, proof of residence, and presentation of birth certificate. A student whose parents fail to comply with these regulations may not be permitted to attend school until the deficiency is corrected. This practice is called *exclusion*.

Exclusion may occur for the following violations:

1. Physical and Dental Examinations - Physical examinations are required by law for students entering kindergarten/first grade, sixth grade, and ninth grade. Dental examinations are required for students entering kindergarten, second grade and sixth grade. Students transferring into District 15 must have the appropriate physical/dental examination forms forwarded with their other records. All physical/dental examinations must be recorded on the authorized State of Illinois forms.
2. Immunizations - The physical examination form must include evidence of compliance with the schedule of required immunizations.
3. Student Information Sheet - The student information sheet is updated at the beginning of each school year or at the time of enrollment. The purpose of the sheet is to provide the school with necessary emergency and other information about the student, including the student's social security number. **Parents are required to complete and keep current the student information sheet. It is also important to have the most current phone number to effectively use our automated call out system.**

4. Proof of Residence - When registering students, two proofs of residency within the District must be presented in the form of a recent utility bill, voter registration, tax bill, occupancy permit, and/or legal housing contract or lease.
5. Birth Certificate - Presentation of the child's birth certificate is required at the time of registration for Pre-K/Kindergarten or at the time any student transfers into the District.
6. Illinois "Good Standing" Transfer Form - Presentation of the Illinois "Good Standing" transfer form. In accordance with Section 2-3.13A of the Illinois State School Code, all public school districts are to provide a student transfer form to any student who is moving out of the school district. This form verifies whether or not a student is "in good standing" and whether or not his/her medical records are up to date. This form must be presented when a student transfers to District 15 from another Illinois public school district.

SOCIAL FUNCTIONS

The rules of this district will govern all in-school and after-school social functions, such as athletic contests, dances, parties, dinners, etc. A faculty member must be present at any school related social function.

- A student must be in school for a minimum of a half day on the day of the function in order to participate.
- Attendance of special guests must be sanctioned by the principal, coach, or sponsor.
- Once a student leaves a function, he/she will not be permitted to return. This includes athletic events.
- Students who are suspended or expelled are not permitted to attend social functions and/or extracurricular activities.

STUDENT DRESS

Students shall be neat in appearance and wear clothes that are best suited for school. Any style or article of clothing that is disruptive to the educational process or constitutes a threat to the safety and health to self or others will not be permitted. This includes torn and sagging clothes. Any clothing considered too brief will not be permitted. Also, any articles displaying indecent writing, pictures, slogans, or references to drugs, tobacco, Satanism, alcohol, or gang related will not be allowed. Hats/caps may not be worn in the school building.

STUDENT SERVICES

HEALTH SERVICES

District 15 is fortunate to have a full time nurse on duty. The nurse will be in each school building throughout the week. She will be available for emergencies as they arise, and to work with parents whose children have special medical needs.

Students who become ill while at school will need to see the nurse (or other appropriate school personnel) before being permitted to leave school. Students may return to school from an illness only when they have been fever free for 24 hours.

Head lice is a common problem at school. When children are found to have lice, they will be sent home with recommendations for treatment and will be expected to return to school, nit free, within 3 days. When there are three or more cases of lice in a single classroom, the nurse will check all heads for lice.

The nurse and parent/guardian may also give excuses from PE. However, after two consecutive excused PE days, additional excuses will only be granted with a signed doctor's statement.

MEDICATION POLICY

Medication will be administered at school only in exceptional cases where failure to take prescribed medication could jeopardize the child's health. Please consult your doctor so that medications can be given at home. When it is deemed necessary that prescribed medication be administered by the school, the medication will be administered by certified personnel unless the student has been judged capable of administering his/her own non-oral medication. It is the parent/guardian's responsibility to assure that the licensed prescriber's order, a parent/guardian signed request, and properly labeled medication are brought to the school and the school nurse is contacted.

Medications will be administered as close to a child's prescribed time as possible by the school nurse. However, at times it may be necessary for the child's parent/guardian to come to school to administer the dosage. District 15 simply does not have the appropriate staff to administer prescriptions at various hours during the day.

District 15 retains the right to reject requests for administration of medication with the exception of students who have been determined disabled under Article Fourteen of the Illinois School Code.

SHOULD THE NEED FOR MEDICATION ARISE, THE FOLLOWING IS REQUIRED:

1. Long-Term Use of Medication (More than 14 days)
 - a. A signed order from the physician is needed which should include the name of the student, the name of the medication, the frequency of administration, the dosage amount, any possible side effects, the illness or condition requiring the medication, and the length of time the student will need to be on the medication. Any changes in the medication will require written authorization from the licensed prescriber.
 - b. A signed form from the student's parent/guardian granting permission for this medication to be given during school hours to their child.
 - c. The prescribed medication must come to school in a container from the pharmacy with the current prescription on the label.
 - d. If the doctor and parent/guardian agree that a non-oral medication (i.e., inhaler) should be carried and administered by the student, the form from the doctor must state such. The medication form is still required to be on file in the nurse's office.
 2. Short-Term Use of Medication (14 days or less or as needed)
 - a. Short-term prescribed medication or non-prescribed medication must be accompanied by a written, signed and dated parental request for the school to administer the medication to the student. The request should include the student's name, the medication's name, the reason, dosage, and frequency for giving the medication.
 - b. The medication must be brought to school in the original container which correctly names the medication in the container.
- The school nurse must be contacted before any exceptions can be made to the above policy.
 - The medication will be stored in a locked space, with the exception of refrigerated medication.
 - The school will contact the student's teachers, doctor, or parents as needed concerning medication.
 - Students who require inhalers or Epi-pens may keep them with them if required, but must file the necessary paperwork with the nurse.

STUDENT DESKS & LOCKERS

Students are provided desks or lockers so they may have a safe place to store their books and belongings. Students are responsible for the appearance and condition of their locker or desk. It is the student's responsibility to keep their locker or desk free of any illegal or inappropriate material or substance.

Students, who are assigned a locker, may provide their own combination lock for security. Only COMBINATION locks may be used, and the combination must be given to the building secretary. Students shall not share their combination number with anyone else, nor shall they share lockers. Students are encouraged to never keep money or other valuables in their desk or locker. Any large sums of money or valuables should be taken to the principal's office for safekeeping. You can prevent theft if you act responsibly.

Lockers and desks are the property of District 15. They may be opened and inspected at any time by school personnel. Students have no expectation of privacy in their desks and lockers.

LOST & FOUND

A lost and found will be maintained in each District 15 school. To try to recover lost articles, see the building secretary. If articles are not claimed by the end of a quarter, they will be given to charity.

District 15 will not assume responsibility for lost or stolen articles.

LIBRARY/MEDIA CENTER

Each school in District 15 has a library/media center. Students are encouraged to use the library/media center for research and to enrich their learning. Students will be permitted to check out materials. Returning materials in

a timely manner and taking good care of materials is the student's responsibility. Students must be accompanied by a staff member when using the library/media center.

AUTHORIZATION FOR INTERNET ACCESS AND COMPUTER USE

All use of the internet and computers shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. All students and their parents must sign an authorization for access to use the District's internet service. The failure of any user to follow the terms of the Authorization for Internet Access as described in Board Policy (6.265) will result in the loss of privileges, disciplinary action, and/or appropriate legal action. Upon registration, all students will receive a copy of this policy, and both the student and the parent/guardian will sign an acknowledgment that they received the policy.

STUDENT RECORDS

To be in compliance with the Family Educational Rights and Privacy Act of 1974, the following information has been adopted by School District 15.

Parents, guardians, non-custodial parents until the courts direct otherwise, and eligible students (over the age of 14), may see their records upon completion of a written application to the principal of the building where the student attends.

Student records kept by the school are divided into two basic categories: student permanent records and student temporary records.

The student permanent record consists of basic identifying information; academic transcript including grades, class rank, graduation date, scores on examinations, attendance record, accident reports and health record, and record of release of permanent record information.

The student temporary record consists of all information not required to be in the student permanent record and may include:

1. Family background information
2. Intelligence test scores
3. Aptitude test scores or interviews
4. Report of psychological evaluations including information on intelligence, personality, and academic information obtained through test administration, observation, or interviews
5. Elementary and secondary achievement level test results
6. Participation in extra-curricular activities including any offices held in school-sponsored clubs or organizations
7. Honors and awards received
8. Teacher anecdotal records (teacher's observations of a child)
9. Disciplinary information
10. Special Education files including the report of the multi-disciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to Special Education placement hearings and appeals
11. Any verified reports or information from non-educational persons, agencies, or organizations
12. Other verified reports of clear relevance to the education of the student
13. Record of release of temporary record information

The student or student's parent/guardian has the right to view or copy permanent and temporary records within 45 days from the date of the request.

The student permanent record is sent to the high school when the student advances. If the student does not advance to the high school, the student permanent record is retained for 60 years after the student has exited. The student temporary record is retained for five school years after the student's class graduates. The student temporary record is destroyed following the fifth anniversary date of the student's exit. Parents/guardians may contact the school and copy those records before they are destroyed.

Upon reviewing the records, the parent/guardian or eligible student may make an oral appeal for the correction or removal of information to the principal or principal's representative. (This should in no way be construed as the right to contest a grade given by a teacher, but could point out an error in transferring a grade to the pupil's record.) If the oral appeal is denied by the school administrator of the building where the records are maintained, or if a

written appeal is desired, the person wishing to make an appeal may write a brief dated statement of the name and birth date of the student, the specific change requested, and the reasons. A written answer to the appeal will be given within 30 days of the appeal containing the administrator's decision.

If the person making the appeal is not satisfied with the administrator's decision, he/she may request that a written statement contesting the record be placed in the student's folder as part of the official student record, or a formal hearing.

If a formal hearing is requested, it should be a dated, written request filed with the Superintendent of Schools. The request should include the name and birth date of the student whose record is in question, specific references to what is being contested, and the reason(s) and what change(s) is requested.

The Superintendent of Schools or a delegate from the schools or community who does not have a direct interest in the outcome of the hearing shall hold a formal hearing within 30 days of the written request and render a written decision within 45 days of the written request.

The parent, guardian, or eligible student shall be given a full and fair opportunity to present evidence relevant to the records in question.

Complaints may be filed with the U. S. Department of Education. Their address is:

Family Policy Compliance Office
U. S. Department. of Education
600 Independence Avenue SW
Washington, DC 20202

RELEASE OF STUDENT RECORDS TO THIRD PARTIES

Federal and State law requires, with certain exceptions, that the School District obtain your written consent before disclosing personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you advise the District to the contrary within the first two weeks.

Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received; and the most recent previous education agency or institution attended.

Because the District receives certain Federal funds, Federal law requires the District to provide military recruiters, upon request, with a student's name, address, and phone listing unless the student's parents have advised the District that they do not want their child's information disclosed without prior written consent. Parents may contact the District office by October 1 to request that their child's information not be disclosed.

CAFETERIA SERVICES

Wood River-Hartford District #15 participates in the Federal lunch program which provides free or reduced price lunches to students whose families qualify. All families are required to submit an application upon registering for school.

At the beginning of the school year when student pictures are taken, students are also issued a student ID. This ID is used daily in the cafeteria with the use of the automatic lunch program. Students are required to have their student ID for all cafeteria purchases. When the balance of the student account falls to -\$5.00, the student will be given a sack lunch to eat until the balance is brought back to the positive. Our cafeteria expectations are as follows:

Students will:

- Talk quietly with those close to you.
- Exhibit 'restaurant' behavior.
- Keep eating area neat.

BUS POLICIES

Students in Wood River-Hartford School District 15 are given the privilege of riding the bus to and from school, field trips and/or extracurricular events. It is the students' responsibility to obey all bus policies and to follow the directions of the bus driver, bus monitor, teacher, and/or teacher aide. Our student expectations for the bus ride are as follows:

Students will:

- Sit appropriately on the bus.
- Use inside voices.
- Walk to and from your seat.
- Model school expectations.

Students who fail to follow the expectations will be reported by the bus driver to the school office. If the student is found to be at fault, disciplinary action may occur up to and including:

1. First offense—parent/guardian contact.
2. Second offense—parent/guardian conference.
3. Third offense—student detention.
4. Fourth offense—bus suspension.

Note: Parents/guardians of students who have been suspended from riding the bus will be responsible for the transportation of their child to and from school until the designated time when the student may resume riding the bus. Missing school during a bus suspension may be considered truancy. Persistent disobedience or gross misconduct may result in suspension from school or permanent removal from the bus.

ACTIVITY BUS POLICY

Students riding the after-school activity bus will need a pass from the teacher/coach who was responsible for causing them to need late transportation. Students who remain after school for non-school related activities are not eligible to ride the after-school activity bus.

EXTRACURRICULAR ACTIVITIES

Introduction

It is the belief of the Wood River-Hartford Board of Education, administration, faculty, staff, and coaches/advisors that participation in extracurricular academic and athletic activities is a privilege and not an absolute right of students attending Lewis and Clark Junior High. We feel that with this privilege goes certain responsibilities; responsibilities that are associated with being a positive representative and good role model at all times, maintaining high moral standards, and making good decisions. In addition, students who do choose to use tobacco, smokeless tobacco, alcoholic beverages, or drugs will be suspended from the team/group. If a child is involved in an academic or athletic activity, they must be able to participate in all scheduled meetings, practices, games or competitions. **Students must be in attendance for at least one-half day in order to participate in any extracurricular event scheduled for that day or the following day if the following day is on the weekend.**

Policy Guidelines

This policy covers, but is not limited to the following extra-curricular academic and athletic activities offered at Lewis and Clark Junior High:

Athletic Activities

Flag Football
Volleyball
Boys' 6th Grade Basketball
Boys' 7th Grade Basketball
Boys' 8th Grade Basketball
Girls' 6th Grade Basketball
Girls' 7th Grade Basketball
Girls' 8th Grade Basketball
6th-8th Grade Track

Academic Activities

Yearbook
Junior Olympiad
BUG Club
Newspaper
National Junior Honor Society
Math Counts
Student Council
Photography

Cheerleading

Band and Chorus are not listed above because they are graded academic classes in which standards of performance have been predetermined. However, the District will continue to maintain strict guidelines for students participating in both extracurricular academic and athletic activities. This means:

- ▶ Students are responsible for knowing and following **all rules outlined in the student handbook**.
- ▶ Any student suspended will not participate in any practices or games during the assigned suspension.
- ▶ Any student receiving detention(s) **MUST** serve the detention(s) on the scheduled day **BEFORE** they will be allowed to participate in a game, practice, or attend a scheduled activity.
- ▶ In order for any student to participate in practices, games, and/or events, he/she must be receiving passing grades in all subjects. If a failing grade is reported, students will be required to present an assignment sheet to the teacher of the class that he/she is failing and the student will be required to make up this work during practice time. In both situations, the coach/sponsor must receive a note from the classroom teacher indicating that the student is passing before he/she will be allowed to practice or participate in scheduled events. Eligibility will be checked on or before Friday of each week and students considered ineligible are not able to participate from Monday—8:00 AM to Monday-8:00 AM.
- ▶ Any student missing a practice must present a valid excuse (written or verbal per parent/guardian/teacher) to participate in the next scheduled game or event.
- ▶ Any student removed from practice by the coach/sponsor, will not be eligible to participate in any practices, games or events until the student's parent(s) contact the coach/sponsor and a meeting between the two parties is held.
- ▶ While participating in a school sponsored activity, the student is considered a representative of Lewis and Clark Junior High and is under the supervision of his/her coach/sponsor. As such, he/she shall conduct himself/herself accordingly upholding the high standards of sportsmanship, fair play, and friendly competition. Any behavior that violates this principle is unacceptable and will be dealt with as a violation of established school rules that are outlined in the student handbook.
- ▶ If a student accumulates more than 10 days of suspension within one year, they will be referred to the Board of Education for possible removal from any/all academic and athletic activities or expulsion from school for the remainder of the school year.

In addition, student athletes must meet the following requirements:

- ▶ Before trying out or practicing begins, a physical examination of the student must be conducted by a physician and an accompanying written statement assuring that the student's health status allows for active athletic participation must be submitted to the District.
- ▶ The student must show proof of accident insurance coverage either by a policy purchased through the District's Board approved school insurance carrier or the parent/guardian must complete the Insurance Waiver, which may be obtained in the Jr. High office or from the coach. This waiver states that the student is covered by a family/individual insurance plan and must be signed in the presence of office personnel or witnessed by a notary public.

Season athletic passes for volleyball, girls' basketball, and boys' basketball are available to adults for \$25.00, students for \$10.00, and families for \$45.00.

National Junior Honor Society

National Junior Honor Society is a nationwide organization recognizing and encouraging academic achievement. The ideals of scholarship, good character, citizenship, service, and leadership are requirements for membership and induction in NJHS. Membership is both an honor and a commitment to uphold these ideals. With that in mind, the following requirements are necessary to be considered for membership (and continued membership throughout the year):

1. A minimum of a 3.5 GPA must be maintained for the entire school year. Students can have no grades of "D" and only one "C" is allowed per grading period. The first three quarters of the year are averaged to identify candidates for membership. However, students must maintain that 3.5 GPA throughout the fourth quarter.
2. A good role model and show traits of leadership.
3. No suspensions, discipline problems, (absolutely No ISS or OSS), or excessive detentions (no more than five per year).
4. Community service. A minimum of ten hours per quarter is required volunteering or giving assistance in the LCE Library, reading to elementary classrooms, or BUG Club.
5. Teacher recommendation.

WOOD RIVER-HARTFORD SCHOOL DISTRICT 15
BOARD OF EDUCATION

TANYA SCHIBER - PRESIDENT
RODNEY GREEN- VICE PRESIDENT
SHEILA SORGEA - SECRETARY/TREASURER
SUSAN SABOLO - MEMBER
DARIN REDDEN - MEMBER
RICH GOLDMAN - MEMBER
MICHELLE ANDERSON - MEMBER

PHONE NUMBERS TO CALL WHEN YOU HAVE QUESTIONS OR CONCERNS

RICHARD LEVEK, SUPERINTENDENT
ANN CHANDLER, SECRETARY
DISTRICT OFFICE.....254-0607 EXT. 3

RON SIMPSON, PRINCIPAL & PRE-K PROGRAM DIRECTOR
KELLEY PIRTLE, SECRETARY
HARTFORD ELEMENTARY.....254-9814 EXT. 2

PATRICK SHELTON, PRINCIPAL, CURRICULUM & GRANTS DIRECTOR
PAM TYLER, SECRETARY
LEWIS & CLARK ELEMENTARY.....254-4354 EXT. 1

SUE RIVES, PRINCIPAL & TRANSPORTATION DIRECTOR
CHRISSY MALONE, SECRETARY
LEWIS & CLARK JR. HIGH.....254-4355 EXT. 2

SPECIAL EDUCATION COORDINATOR
SUE KEENER, SECRETARY
SPECIAL EDUCATION OFFICE.....254-3593 EXT. 240

EACH DISTRICT 15 SCHOOL OFFICE IS OPEN MONDAY THROUGH FRIDAY FROM 7:45 AM UNTIL 3:45 PM DURING THE SCHOOL YEAR. PLEASE USE THE ABOVE SCHOOL EXTENSIONS. **IF YOUR CALL GOES TO VOICE MAIL, PLEASE LEAVE A MESSAGE, AND THE SECRETARY WILL GET BACK TO YOU.** IF YOU HAVE AN EMERGENCY AND YOUR CALL GOES TO VOICE MAIL, YOU MAY DIAL "0" FOR THE SUPERINTENDENT'S SECRETARY.

MISSION STATEMENT

The staff of Wood River-Hartford School District 15 is committed to leading all students toward achieving positive growth in the intellectual, emotional, social, and physical domains in order to promote the development of each individual's unique potential.

INDEX

Accidents	7
Additional Information	30
Appointments with Doctor/Dentist.....	14
Arrival and Departure.....	5
Asbestos Notice	9-10
Attendance—Parental Responsibility.....	12
Attendance Procedures	13
Balanced Class Size	10
Board of Education Meetings.....	5
Board of Education Members	28
Bus Policies	25-26
Cafeteria Services	25
Character Education Pledge	4
Closed Campus	13
Closing Announcements	5
Desks and Lockers	23
Disciplinary Procedures	16-22
Dress	22
Extracurricular Activities	26-27
Fees.....	7
Field Trips	11
Grievance Procedure	8-9
Harassment	7-8
Health Services.....	22
Homebound/Hospital Instruction.....	14
Honor Roll.....	10-11
Immunizations.....	6
Insurance.....	6
Internet Access/Computer Use Authorization	24
Key to Success.....	10
Leaving the Building	14
Library/Media Center	23
Lost & Found	23
Make-up Work	13
Medication Policy.....	22-23
Mission Statement	28
Non-Discrimination	7
Office Information	28
Parent/School Partnership.....	4
Parent’s Pledge	4
Pesticide Use Notice.....	10
Phone Numbers.....	28 & 30
Physical and Dental Exams, Immunizations and Eye Exams	6
Physical Needs.....	4
Positive Behavior Intervention and Supports (PBIS).....	14
Problems—Home/School.....	5
Promotion/Retention Guidelines	12
Records	24-25
Registered Sex Offenders.....	6
Reporting to Parents.....	10
Residency.....	10
Response to Intervention (RTI).....	14-15
Rights and Responsibilities	15
Section 504 Complaints	12
Self-Discipline	14
Sex Equity.....	8
Smoking Prohibited.....	6
Social Functions	22
Special Education	11-12
Student Expectations	16
Superintendent’s Letter.....	2
Table of Contents	3
Tardiness.....	13
Teacher Qualifications	9
Telephones and Messages.....	7
Title One	11
Truancy.....	13

ADDITIONAL INFORMATION

Absence Reporting

Call the school your student attends before 9:00 a.m. If you receive voice mail, please leave a message.

Hartford Elementary	254-9814 Ext. 2
Lewis & Clark Elementary	254-4354 Ext. 1
Lewis & Clark Junior High	254-4355 Ext. 2

Student Daily Schedule

Hartford Elementary	8:10 a.m.— 2:50 p.m.
Pre-K Classes (morning)	8:30 a.m.—11:00 a.m.
Pre-K Classes (afternoon)	12:30 p.m.—3:00 p.m.
Lewis & Clark Elementary	8:00 a.m.—2:50 p.m.
Lewis & Clark Junior High	8:08 a.m.—2:55 p.m.
8:00 a.m.	First Bell
8:08 a.m.—8:53 a.m.	1st Hour
8:56 a.m.—9:41 a.m.	2nd Hour
9:44 a.m.—10:29 a.m.	3rd Hour
10:32 a.m.—11:17 a.m.	4th Hour
11:20 a.m.—12:00 p.m.	5th Hour Lunch
12:03 p.m.—12:23 p.m.	PBIS
12:26 p.m.—1:11 p.m.	6th Hour
1:14 p.m.—1:59 p.m.	7th Hour
2:02 p.m.—2:47 p.m.	8th Hour
2:50 p.m.—2:55 p.m.	9th Hour