



Parent/Student Handbook
2009-2010

Attendance Line: 630-783-5290
Office Phone: 630-783-5100

PRAIRIEVIEW ELEMENTARY SCHOOL
CENTER CASS SCHOOL DISTRICT 66
STRIVING FOR EXCELLENCE

Dear Parents and Students,

On behalf of the faculty and staff of Prairieview Elementary School, I would like to welcome you back to another great school year. We hope to make this a pleasant and rewarding year. Our goal this year is to provide an outstanding educational experience for each and every one of you.

This booklet has been prepared to inform you about our school policies and rules. Please read it carefully with your family and discuss any questions you may have with your teacher.

If I can be of any help or assistance to you, please feel free to make an appointment with the school secretary and I will be glad to talk with you.

I wish you great success in the coming school year.

Yours truly,

Janeise Schultz
Principal

JANEISE SCHULTZ, Principal, 699 Plainfield Road, Downers Grove, IL 60516
Phone: 630.783.5100 Fax: 630.910.0803

PRAIRIEVIEW ELEMENTARY SCHOOL
PARENT HANDBOOK

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**Prairieview Elementary School
699 Plainfield Road
Downers Grove, IL 60516
(630) 783-5100**

**Attendance (630) 783-5290
Fax (630) 910-0803**

Center Cass District Office (630) 783-5000

General Information:

**Office Hours: 7:30-4:00
School Hours: 7:50-2:30**

Lunch Times:

**Lunch A 11:05-11:45
Lunch B 11:35-12:15**

VISITORS: The administration and staff welcome parents to our school. In the interest of safety and security, all visitors **must register** at the main office upon entering the school. Parents wishing to tour the school and/or visit the classrooms are asked to call for an appointment.

<u>District Office</u>	630-783-5000	Fax: 630-910-0980	
<u>Elizabeth Ide</u>	630-783-5200	Fax: 630-971-3367	Attendance: 630-783-5199
<u>Lakeview</u>	630-985-2700	Fax: 630-985-1545	Attendance: 630-783-5180 Activities: 630-783-5280
<u>Prairieview</u>	630-783-5100	Fax: 630-910-0803	Attendance: 630-783-5290

<u>Name</u>	<u>Position</u>	<u>Voice Mail</u>	<u>E-mail</u>
Blaze, Joanne	District Secretary	630-783-5155	jblaze@ccsd66.org
Lattimer, Judy	Building Secretary	630-783-5151	jlattime@ccsd66.org
Panfilio, Nancy	Accounts Payable	630-783-5156	npanfili@ccsd66.org
Schultz, Janeise	Principal	630-783-5152	jschultz@ccsd66.org
Smith, Rosemary	Health Aide	630-783-5150	rsmith@ccsd66.org
Tedeschi, Carol	Business Manager	630-783-5154	ctedeschi@ccsd66.org
Tiede, Jay	Superintendent	630-783-5153	jtiede@ccsd66.org

Prairieview Elementary School
Faculty Directory

<u>Name</u>	<u>Position</u>	<u>Voice Mail</u>	<u>e-mail</u>
Mrs. Janeise Schultz	Principal	630-783-5100	jschultz@ccsd66.org
Mrs. Judy Lattimer	Secretary	630-783-5100	jlattime@ccsd66.org
Mrs. Rosemary Smith	Secretary	630-783-5100	rsmith@ccsd66.org
Mrs. Karen Bell	5 th	630-783-5063	kbell@ccsd66.org
Mrs. Amy Beseth	4 th	630-783-5050	abeseth@ccsd66.org
Mrs. Karna Bouton	IMC Director	630-783-5053	kbouton@ccsd66.org
Mrs. Mary Bucklin	5 th	630-783-5054	bucklin@ccsd66.org
Mrs. Carol Cavoto	4th/Gifted Coordinator	630-783-5055	ccavoto@ccsd66.org
Mrs. Donna Cirjakovic	4 th	630-783-5089	dcirjakovic@ccsd66.org
Miss Barbara Conley	3 rd	630-783-5056	bconley@ccsd66.org
Mrs. Jaime Csorba	3 rd	630-783-5092	jcsorba@ccsd66.org
Mrs. Tracey Cushing	4 th	630-783-5067	tcushing@ccsd66.org
Mrs. Marilyn DeYoung	Speech	630-783-5157	mdeyoung@ccsd66.org
Mrs. Tania Forsman	DLP/Resource	630-783-5058	tforsman@ccsd66.org
Mrs. Janice Heckman	District Nurse	630-783-5161	jheckman@ccsd66.org
Mrs. Chris Klacza	5 th	630-783-5057	cklacza@ccsd66.org
Mrs. Julie Krasnodebski	DLP/Resource	630-783-5068	jkrasno@ccsd66.org
Mrs. Kathy Kucera	Tech Coordinator	630-783-5166	kkucera@ccsd66.org
Mrs. Kara Macropulos	Early Childhood	630-783-5162	kmacropulos@ccsd66.org
Mr. Alberto Mena	Physical Plant	630-783-5100	amena@ccsd66.org
Mrs. Cheryl Novotny	B.A.C.C. Director	630-783-5162	cnovotny@ccsd66.org
Mr. Brian Ohlsen	Band	630-783-5064	bohlsen@ccsd66.org
Mrs. Erin Olsen	3 rd	630-783-5090	eolsen@ccsd66.org
Miss Mary Pellin	3 rd	630-783-5065	mpellin@ccsd66.org
Miss Jennifer Shearer	B.A.C.C. Assistant Dir.	630-783-5162	jshearer@ccsd66.org
Mrs. Lynda Slinger	Reading Specialist	630-783-5080	lslinger@ccsd66.org
Miss Terri Smeltzer	Art	630-783-5084	tsmeltze@ccsd66.org
Mrs. Tracy Spakausky	3 rd	630-783-5085	tspakaus@ccsd66.org
Ms. Terrie Stainman	P.E. / Team Leader	630-783-5051	tstainman@ccsd66.org
Miss Gina Stetka	5 th	630-783-5061	gstetka@ccsd66.org
Mrs. Theresa Strong	5 th	630-783-5086	tstrong@ccsd66.org
Mrs. Sheryl Sulima	4 th /Team Leader	630-783-5059	ssulima@ccsd66.org
Mrs. Kimberly Swaekauskki	DLP/Resource	630-783-5060	kswaekauskki@ccsd66.org
Mr. Tom Tedeschi	Band	630-783-5124	ttedeschi@ccsd66.org
Mr. Tom Tiede	Transportation	630-783-5093	ttiede@ccsd66.org
Travis	Psychologist	630-783-5159	ktravis@ccsd66.org
Miss Jennine Trefonas	5 th	630-783-5087	jtrefonas@ccsd66.org
Mr. Jeffrey Trinco	3 rd	630-784-6069	jtrinco@ccsd66.org
Mrs. Gloria Walsh-Rock	IMC Assistant	630-783-5091	gwalthrock@ccsd66.org
Ms. Ginny Westra	Social Worker	630-783-5158	gwestra@ccsd66.org
Miss Jeannie Wyse	Music Teacher	630-783-5052	jwyse@ccsd66.org

PRAIRIEVIEW SCHOOL PHILOSOPHY

*A place to anticipate and prepare for the future
to learn in a safe and secure environment
to promote and encourage academic excellence
to foster self-respect and cooperation
to develop responsible students and citizens*

A place to grow

WE BELIEVE...

We believe that each individual is valuable and unique -- bringing special gifts and talents as well as needs.

We believe that all children can and will learn, given appropriate support.

We believe that diversity is a trait to be treasured.

We believe that teams are creative problem solvers.

We believe we learn life's most important lessons from each other.

We believe that children belong together.

WE STRESS...

The development of the team approach to instruction in order to provide optimum teacher-student interaction.

The development of each child's unique gifts and abilities by providing a diversified curriculum, co-curricular and extra curricular experiences.

The development of a growing sense of responsibility, integrity, self-discipline, and proper student deportment.

The development of a school climate characterized by security and mutual respect by surrounding each child with caring adults who are interested in each student's social and academic development, as well as his/her physical and mental well being.

The development of mutually supportive PARENT - TEACHER - SCHOOL relationships by providing many communication avenues and opportunities for participation in the activities of the school.

The development of plans and methods to provide for the constant evaluation of the context, methods, and procedures to implement this philosophy.

ATTENDANCE/ABSENCE PROCEDURES

ARRIVAL TIMES

Due to an absence of supervisory personnel, students **may not be on school grounds before 7:40 a.m.** This does **exclude** band members and intramural participants on the days of their activities. Students are held in the foyer until the first bus arrives and then may enter the building.

ABSENCES AND ATTENDANCE

Good progress in school is directly related to regular attendance. Parents must fully assume the responsibility for the regular attendance of their children. When a student is too ill to attend school, parents should call (prior to 8:30 a.m.) the school attendance line at 630-783-5290 each day of non-attendance. If an absence call is not received, parents will be called to determine their child's whereabouts. A student who is unable, because of the observance of a religious holiday, to attend classes on a particular day shall be excused. Any make up work will be established per school policies.

ABSENCES AND MAKEUP WORK

Parents of students who will be absent **two or more days** may request makeup work by calling the school office. Twenty-four (24) hour notice may be required for make-up work. It is also suggested that students complete makeup work at home during their absences from school; however, if the student is too ill to do schoolwork, he/she will have an equal number of days to complete the missed class work. For example, a student absent for two (2) days will have two (2) school days to complete their assignments. Special arrangements will be made for absences that exceed five (5) days. **Failure to complete makeup work will result in lowered grades.**

ABSENCES DUE TO VACATION

If an absence due to a family vacation is unavoidable, parents should contact the teacher and school office as soon as possible prior to the scheduled vacation period. The teacher will assemble whatever work can be organized in advance. **All other makeup work will be assigned upon the student's return to school.** Failure to complete makeup work beyond one (1) week of the students return will result in partial or no credit being given.

ABSENCES/LONG TERM

If a child's absence from school due to a prolonged or serious illness exceeds (10) school days, special tutoring arrangements may be needed. Parents are asked to discuss such matters with the school principal as soon as possible.

ABSENCES/TRUANCY

The Illinois School code defines a “**truant**” as a child who is absent without valid cause from school. Valid causes for a child being absent from school include illness, religious observances, and family emergencies. A chronic truant is defined as a student who has missed 10% of the previous 180-school days. Families of children experiencing attendance problems will be contacted by the school at the occurrence of the child's 10th absence to explore reasons for these absences. The truant child may also be referred to appropriate school personnel in an attempt to improve his/her attendance. If all local interventions fail to improve the truant student's attendance, he/she will be referred to the DuPage County Superintendent of Schools.

Attendance Monitor Plan

Action Taken:

3 Days	3 consecutive days – child referred to Principals Office for review
10 Days	Contact by Principal, Social Worker or School Nurse
15 Days	Strategies to improve attendance developed Contact by School Social Worker or School Nurse
20 Days	Truancy referral considered Review strategies to improve attendance Referral to Pupil Personnel Team Parent Conference Contact by School Administrator or School Nurse
24 Days	Review case Truancy referral filed with DuPage County Truancy Officer Parent Conference Notify Superintendent of Schools Contact by School Administrator

EARLY DISMISSAL

If a student is to leave the school building during the school day, a note should be sent to the office stating the date, time, and reason for the early dismissal. Parents must sign the child out at the school office prior to leaving the building.

TARDY STUDENTS

Students who arrive at school after the scheduled start of their school day (**8:00 a.m.**) **must report to the school office with a parent** so we can update our daily absentee report. The student must be signed in by the parent.

Note: Late arrival due to bus problems are not included.

LUNCH PROGRAM/PROPER BEHAVIOR/RECESS RULES

FOOD DELIVERIES (from outside establishments)

Students may **not** order food for delivery at school from restaurants or other establishments. The office staff or faculty will not accept delivery of food items for students from outside vendors.

FORGOTTEN LUNCH

Any students who needs on an emergency situation to buy a lunch should report to the school office. Students may call home to obtain a lunch.

HOT LUNCH PROGRAM

District 66 offers a hot lunch Monday through Friday. Students may purchase a hot lunch everyday. Parents may deposit money in the students' lunch account. When the students purchase hot lunch the cost of \$2.25 is deducted from their account. Milk is included with the price of a hot lunch. Parents can replenish the account via a check made payable to Center Cass District 66 or online using a credit card. Students who do not wish to purchase a hot lunch but would like to drink milk at lunchtime may purchase milk through their accounts for 35¢.

FREE MILK/LUNCH The school district does offer free/reduced lunch and textbook fees to those residents who qualify. For information about this program contact Ms. Blaze in the District office at 630-783-5000.

INDOORS RECESS

In case of bad weather the following rules should be followed for indoor recess: You should be seated at a table or quietly on the floor if playing a group game. Acceptable indoor activities include seat work, coloring, reading or organized games.

LUNCHROOM DEPARTMENT

Student cooperation in following basic lunchroom rules will ensure a neat and pleasant place to eat.

1. Loud talking, moving around the lunchroom, breaking milk cartons or bags or throwing things will not be allowed
2. Tables must be cleared and all rubbish picked up before students will be dismissed
3. All trash must be placed in the trash containers
4. Food is not to be taken out of the lunchroom
5. The lunchroom supervisors maintain the right and authority to assign seats and locations during the lunch period
6. No glass containers may be brought to school

SHARING OF FOOD (Allergies)

Since many students suffer from serious food allergies, sharing of lunches is discouraged. Parent must inform the school if their child is subject to a serious allergic reaction from certain foods.

SNACK TIME

All students are encouraged to bring a healthy snack from home to eat mid-morning. The following foods may be eaten at snack time: fruits, vegetables, cheese, and fruit juice. Please no "junk-food" at snack time. Food should be ready for consumption and not require peeling, washing, slicing, etc. There is only a limited time for snacks. Your cooperation is greatly appreciated.

RECESS

All students will have one recess each day. We go outside as much as possible. A temperature or wind chill of 20 degrees or below, rain, heavy snow or strong winds will keep us inside. Students should have the proper clothing for outside recess. A child returning to school following an illness will go outside for recess with their classmates unless a written request to stay in is received from the parent.

PLAYGROUND RULES

The school playground is a place to enjoy, take part in physical activities and take a break from classroom work. In order for the playground to be a safe, enjoyable place for all students, students must obey the following rules:

1. Follow the directions of the playground supervisor
2. Stay on school grounds at all times
3. Students are not to re-enter building during recess without permission
4. Follow the rules established for individual games and on the climbing equipment
5. Play safely
6. Students are expected to behave appropriately on the playground equipment by taking turns and being careful. Equipment is to be shared fairly
7. For all students' safety, tackling games of any type are not permitted. Only "touch football" is allowed. Fighting or other types of rough behavior will not be tolerated. Fighting will result in an after-school detention
8. Students are not allowed to carry other students on their backs
9. Students may not throw or kick stones or mulch
10. Students are to keep away from all doors and windows during recess
11. Students are not to climb or sit on fences, backstops or the mechanical boxes
12. Hard baseballs and baseball bats are not allowed
13. Personal property such as balls or Frisbees thrown on the school roof or over the fence will not be retrieved
14. Students are to be responsible for returning all playground equipment to their classroom. Equipment should be carried (not played with) going in and out of the building
15. Students must lineup promptly when signaled to do so by the teacher on duty. Once in line, no talking is allowed. Continual tardiness when lining up is unacceptable and will result in a loss of recess privileges
16. Students are to enter the building silently

PLAYGROUND EQUIPMENT RULES

Students are expected to behave appropriately on the playground equipment. Care must be taken when using the playground equipment. Good character should be exhibited not only in the classroom, but also throughout the day. It is expected that students share the equipment fairly with their fellow schoolmates. The following are a few rules to help ensure student safety:

Swings

- Students must not walk in the path of a swing
- Students may not push another riding on a swing
- Only one person on a swing at a time
- Swing straight
- Sit appropriately on the swing seat
- No jumping off swing

Rope Climber

- Do not pull others off
- Keep your head out of the ropes
- Do not hang by your feet

Horizontal Bars

- May be used as chin-up bars
- May roll over bars
- Only one person at a time on each bar

Glider

- Only one person at a time
- Must hold on with **2** hands
- No pushing others
- Return glider carefully when at the end

Upper Body Monkey Bars

- One person at a time on each
- May use platform for getting on or off
- Do not pull others off

Stepping Stones

- May walk, sit or balance
- Do not pull others off

See-Saw Snake

- No standing or walking
- Sit straddle position (one leg on each side)
- No laying down
- Do not push others off
- Do not sit on tan part (the spring is in there)

GRADING SYSTEM/STUDENT RECORDS

REPORT CARDS, MID-TERM PROGRESS REPORTS AND CONFERENCES

Report cards are issued on a trimester (12 week) basis. In an effort to improve communication regarding academic progress to parents, progress reports will be available online at anytime throughout the school year. Information to access your child's academic progress was distributed at registration. If parents are unable to access this information they should contact the main office.

Report cards will be issued according to the following schedule:

December 1 st	1 st Trimester Report Cards issued
March 9 th	2 nd Trimester Report Cards issued
June 2 nd	3 rd Trimester Report Cards issued

PARENT CONFERENCE

The parents of all students are invited to confer with the child's teachers at the end of the first trimester and will be notified of an appointment date and time. Parent conferences will be held on an as needed basis at the end of the second trimester.

Week of: November 30th
Week of: March 8th

REPORT CARD ENVELOPES

Parents are asked to review all trimester report cards, retain the report cards at home, sign the report card envelope, and return the envelope to their teacher.

GRADING SYSTEM (GRADES 3-5)

A -- Outstanding achievement
B -- Above average achievement
C -- Average achievement
D -- Below average achievement
F -- Failure
I -- Incomplete - class requirements not completed due to excused absences; requirements must be completed within two weeks.

A	91.5	C	71.5
A-	89.5	C-	69.5
B+	87.5	D+	67.5
B	81.5	D	61.5
B-	79.5	D-	59.5
C+	77.5	F	0

PROMOTION/RETENTION

It is the goal of the faculty to help every student achieve his/her academic potential. In addition to passing grades, students are expected to show academic competency and meet established district standards on the Iowa Test of Basic Skills, the ISAT tests and various local measures according to the school's promotion matrix. Every effort will be made to provide students with extra help and support services when needed. In the event that a student does not respond to instruction, retention in the grade level may be recommended. Parents may contact the principal for more details concerning this policy and the school's promotion matrix.

BIRTH CERTIFICATES

In accordance with the Missing Child Act, a certified copy of a birth certificate must be provided the first time a child registers for school in District #66. If no certificate is presented at registration, parents will have 30-days to produce a certified birth certificate. After 30-days, the district is required by law to notify local authorities to make them aware of the missing birth certificate. If no certificate is produced within 10-additional days, local authorities will again be notified for appropriate action.

STUDENT RECORDS

Center Cass District 66 has an extensive policy on student records. Questions regarding student records should be directed to the building principal. The following is a summary of the Student Records Policy:

The District maintains two (2) types of school records for each student: *permanent* record and *temporary* record. These records may be integrated.

The *permanent record* shall include:

- Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s)
- Academic transcripts, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations
- Attendance record
- Accident and health reports
- Record of release of permanent record information in accordance with 105 ILCS 10/6(c)

The *permanent record* may include:

- Honors and awards received
 - School-sponsored activities and athletics
- No other information shall be kept in the permanent record. The permanent record shall be maintained for at least 60-years after the student graduated, withdrew, or transferred.

All information not required to be kept in the student permanent record is kept in the student *temporary record* and must include:

A record of release of temporary record information in accordance with 105 ILCS 10/6(c)

Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8)

Information regarding serious infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction

Information provided under the Abused and Neglected Child Reporting Act (325 ILCS 5/8.6), including any final finding report received from a Child Protective Service Unit

Completed home language survey

The *temporary record* may include:

Family background information

Intelligence test scores, group and individual

Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews

Elementary achievement level test results

Honors and awards received

Other disciplinary information

Special education files, including the report of the multidisciplinary staffing on which placement or nonplacement was based, and all records and tape recordings relating to special education placement hearings and appeals

Verified information of clear relevance to the student's education

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18-years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and copy the student's education records within 15-school days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18-years of age have the right to inspect and copy only their permanent record. Students 18-years of age or older have access and copy rights to both permanent and temporary records. Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected. The District charges 35¢ per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c and 10/5a, and 750 ILCS 60/214(b)(15)).

2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes is inaccurate, misleading, irrelevant, or improper.

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the Building Principal or records custodian, clearly identify the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parents/guardians or eligible student, the District will notify the parents/guardians or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge: (1) academic grades, or (2) references to expulsions or out-of-school suspensions.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. The right to a copy of any school student record proposed to be destroyed or deleted.

Student records are reviewed every 4-years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information concerning the parent's/guardian's child.

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Gender
- Grade level
- Birth date and place
- Parents'/guardians' names and addresses
- Academic awards, degrees, and honors

Information in relation to school-sponsored activities, organizations, and athletics

- Major field of study
- Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30-days of the date of this notice. No directory information will be released within this time period, unless the parents/guardians or eligible student is specifically informed otherwise.

A photograph of an unnamed student is **not** a school record because the student is not individually identified. The District shall obtain the consent of a student's parents/guardians before publishing a photograph or videotape of the student in which the student is identified.

6. The right to request that military recruiters or institutions of higher learning not be granted access to your secondary school student's name, address, and telephone numbers without your prior written consent.

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parents/guardians request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the Building Principal where your student is enrolled for further instructions.

7. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

HOMELESS CHILDREN AND YOUTH

Information and/or questions pertaining to the educational rights of homeless children and youth in Illinois should be directed to the District Homeless Liaison, Kimberly Liles at 630-985-2700 or kliles@ccsd66.org

TRANSPORTATION/BUSING

BUS CONDUCT

To insure **safety** of all bus riders, it is of the utmost importance that all students conduct themselves in a well-disciplined manner when riding the school bus. Bus monitors are on each bus to help the bus driver maintain proper conduct on the bus. The following general rules of conduct must be obeyed by all students:

1. Students must sit in their assigned seat at all times
2. Students will remain seated at all times
3. Students may not change seats once they board the bus
4. Students will obey the bus driver at all times
5. Students will keep all limbs and head inside the bus
6. Students may talk to those around them but may not shout, scream, or sing on the bus
7. Students will be courteous and respectful to other students on the bus
8. Students may not engage in conduct that interferes with the safe operation of the bus.
9. No food or drink shall be consumed on the bus

Students failing to obey the bus rules of conduct will be subject to disciplinary measures. Such measures may include warning letters, after-school detentions, suspension from the bus, suspension from school and possible revocation of all bus riding privileges. School officials also reserve the right to change student's assigned seats for all or part of the school year. Parents wishing more complete information concerning bus discipline guidelines should contact the Principal at Prairieview School (630-783-5100).

BUS TRANSPORTATION

Pupils will be assigned to a specific bus for transportation to and from school. Pupils **cannot** ride other than their regular route without permission from the principal. If a special change is required, a written note from the parent is needed. The reason for such a change in route must be important. Changing routes merely to accompany another child home for social play, parties, etc., will **not** be approved.

VIDEO MONITORING SYSTEM

Center Cass School District #66 has purchased a video/auditory monitoring system for the District school buses. This equipment allows the District to monitor students and drivers behavior to aid in the enforcement of the District discipline and safety policies. This additional monitoring measure is meant to supplement the written disciplinary reports issued by the bus driver.

PICKUP PROCEDURES

When students are to be picked up from school early, they need a note signed by the parents stating the time of day to be picked up. Those students who are after school pickups, walking or riding their bikes home will be dismissed after the buses have departed. Please wait in your cars in the Prairieview parking lot and do not cross the bus lines until the buses have cleared.

HEALTH AND SAFETY **HEALTH SERVICES/MEDICATIONS**

AUTOMATED EXTERNAL DEFIBRILLATORS (AED'S)

To comply with the Illinois Automated External Defibrillator Act and District 66 Board of Education Policy, each of our buildings are equipped with an AED located near the gymnasium. Trained staff members are present in the building at all school events and are aware of our emergency medical procedures and know how to operate the AED.

COUNSELING SERVICES

Counseling and/or social work services are available to students and parents. Students or parents wishing to obtain such services should contact the school principal.

HEAD LICE

Lice infestation may occur in any segment of the population, i.e., children as well as adults, regardless of their personal hygiene. Here are some ways to prevent transmission of head lice in the school environment:

1. Discourage your children from using combs, brushes, or other grooming/hair aids belonging to others
2. Discourage the sharing of caps, other headgear and clothing, especially coats and sweaters
3. Check family member's heads regularly
4. If lice or nits are found, keep children home from school until treated

Please notify the school

Any time a student shows evidence of head lice, either with the presence of live lice or the presence of new nits, the student will be excluded from school until treatment has been completed. Upon readmission, the student's head will be re-inspected by school staff a week to 10-days later. If there is evidence of live lice or additional nits at that time, the process of exclusion and treatment will be repeated. After this second treatment, if evidence of lice persists, the parent/guardian should discontinue use of the product and try a different product, again following product directions. If after this regimen, live lice or new nits remain, the parent should contact a physician for further advice. If you have questions, please contact the school nurse.

HEALTH SERVICE

District 66 maintains the services of a full-time school nurse. The school nurse assists with vision and hearing testing and supervises the health services for our students. Parents having health or school attendance questions should call the school nurse at their child's appropriate school. Mrs. Heckman's number at Prairieview is 630-783-5161. The school nurse will also monitor the attendance of all students. Students with undocumented or unexplained absenteeism will be referred to Du Page County school officials.

ILLNESS OR INJURY

If a student becomes ill or has an injury at school, he/she should report to the school office. It is extremely important that emergency phone numbers be correct. If a student is injured during P.E., he/she must inform the P.E. Teacher.

MEDICATION

There are definite restrictions on the use of medication in schools. Special requirements must be met before any medication can be administered by school personnel. These restrictions are outlined below. Please consult with the school nurse or school health aide (630-783-5100) **before** sending **any** medication to school with your child.

A. CONTINUOUS MEDICATION

Prior to giving continuous medication at school, the **SCHOOL MEDICATION PERMISSION FORM** shall be completed by the **parent** and **physician**, authorizing the school to administer the medication. Permission forms must be renewed every year and filed in the student's health record.

B. SHORT TERM MEDICATION

This is medication prescribed by a physician for a period of less than 15-days following an acute illness. The parental portion of the medication permission form must be completed and signed by the parent authorizing the school to administer the medication.

All medication must be sent to school in a container with a pharmaceutical label clearly indicating the name of the child, the physician ordering the medication, medication name, and the dosage and dosage interval for the medication. *Non-prescription medication must be sent to school in its original container with the label indicating the ingredients and the student's name affixed.* Students are not allowed to take any form of medication unsupervised. All medications are to be kept in the Health Room.

C. SELF MEDICATION POLICY FOR ASTHMA AND SEVERE ALLERGIC REACTION

In accordance with state law, the self-administration of an asthma medication and/or an epi-pen is permissible. Permission for self-administration is effective for the school year for which it has been granted. A student with asthma or severe allergy may possess and use his/her medication while in school or at school-sponsored activities. It is recommended that you provide an additional dose of the medication to be kept in the health office in the event that your child forgets or loses his/her medication. A signed permission form for self-medication must be on file in the school office. If you have any questions about this policy, please contact the school office. Our school district and its employees shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

STUDENT ILLNESS

Parents are responsible for keeping children, who are ill, at home. In some cases, the school will ask that the child's physician determine the cause of symptoms that may indicate a communicable disease. The Illinois Department of Public Health Rules and Regulations for the Control of Communicable Disease are used by schools to determine how long students must remain out of school with diseases like chickenpox, impetigo, and strep throat.

The County Health Department epidemiologist can help the school interpret the state regulations. Here are some guidelines for parents to use in deciding when a child is too ill to be in school.

1. If a rash is present that has not been evaluated by a doctor
2. If the child's oral temperature exceeds 100 degrees Fahrenheit or 1-2 degrees above the child's normal temperature. Children with such fevers should remain home for 24-hours after the temperature returns to normal
3. If the child vomits and continues to experience nausea and/or vomiting
4. If the child complains of severe, persistent pain, the symptom should be referred to a physician for evaluation
5. If the child shows signs of upper respiratory infection (cold symptoms) serious enough to interfere with the child's ability to learn
6. If there are signs of conjunctivitis ("pink eye") with matter coming from one or both eyes, itching, crusts on eyelids, the child should be evaluated by a doctor
7. If there are open sores that have not been evaluated by a doctor
8. If there are signs of infestation with lice (nits in the hair, itchy scalp) the child should be evaluated for treatment with a pediculocide

The school nurse may be consulted by parents who are not sure about whether to send a child to school; but parents should not send a child to school for the nurse to make the decision - unless a plan has been made with the school for such assistance. A call or visit to the child's physician is usually appropriate when the parent is in doubt.

To help control outbreaks of communicable disease, the school works closely with the County Health Department. Parents can help by letting the school know whenever a communicable disease is diagnosed or suspected when calling to report a child's absence.

BOARD OF EDUCATION POLICY

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

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

A student may possess an epinephrine auto-injector (EpiPen) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) has completed and signed a school medication authorization form. The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto

injector or the storage of any medication by school personnel.

(Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of an epinephrine auto-injector and/or medication or the storage of any medication by school personnel)

A student's parent/guardian must indemnify and hold harmless the school District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of the medication by school personnel.

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

PHYSICAL AND IMMUNIZATION REQUIREMENTS

State law mandates full compliance with physical and immunization requirements in order to attend school. All children entering kindergarten and sixth grade are required to have a current physical with immunizations updated. All children entering kindergarten, second and sixth grade are required to have a current dental exam. The same requirements shall apply to all students (irrespective of grade) transferring into the Center Cass District 66 schools, who have not previously been examined in accordance with the aforementioned in another Illinois public school. It is imperative that your child be in full compliance with the State law to remain in school. If your child does not fully meet State of Illinois regulations by August 24, 2009, he/she will be dropped from our attendance rolls until full compliance is achieved.

EXTRA-CURRICULAR ATHLETIC PROGRAMS

Prairieview Students are able to participate in many activities. Listed below are some of the activities students may want to join.

- Floor Hockey
- Basketball
- Art Club
- Choir
- Games

INSTRUMENTAL MUSIC

An instrumental music program is offered to students in grades 4 and 5. Students will receive 1/2 hour of lesson time per week during class. It is the student's responsibility to inquire about and makeup all missed classroom work due to band lessons. Failure to makeup missed work because of band lessons may result in reduced academic growth and lower grades. Students must notify the band teacher when they will miss a lesson due to a test.

STUDENT DISCIPLINE

STUDENT DEPARTMENT MISSION STATEMENT

The staff of Prairieview School believes that the behavior of students attending the school should reflect standards of good citizenship as expected of members of a democratic society. Self-discipline, the highest form of discipline, should be a goal for every student.

It is for good citizenship and to help provide an equal opportunity for achievement for all students that the discipline rules have been established. Basic to all rules of discipline is the clear understanding that both teachers and students will exercise respect and courtesy.

Students and parents must keep in mind that teachers are responsible for the overall welfare and safety of their students and consequently, are given the authority (and have the right) to maintain proper student behavior, as outlined in our guidelines for student behavior, which may include physical restraint.

The teachers and administration at Prairieview reserve the right to decide whether or not student behavior is in violation of the established rules of conduct and good citizenship. In all cases of disciplinary action, the goal is to take corrective action that will change and improve the misbehavior.

All school rules of conduct are officially extended to all field trips, extra curricular activities, and all other school sponsored social activities and/or educational events. Students engaging in misconduct in activities before & after school and on the way to & from school are subject to normal disciplinary action.

ALL PRAIRIEVIEW STUDENTS ARE EXPECTED TO:

1. Conduct themselves in an orderly fashion, following the pillars of Character Counts: Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship
2. Use good manners and proper language at all times
3. Treat other students and adults with respect and courtesy. Bullying and aggressive behaviors are not acceptable
4. Cooperate with all school personnel
5. Take proper care of books, school property, and the property of others
6. Avoid running, pushing, and talking in halls, classrooms, learning centers, and washrooms
7. Have all required supplies ready for class
8. Refrain from fighting at all times
9. Participate in the academic process with dignity and respect by rejecting copying of work or cheating on tests
10. Avoid throwing any object which may endanger others or property
11. Refrain from chewing gum
12. Obey all school, classroom, lunchroom, recess, and bus rules
13. Wear clothing that is appropriate for an educational environment

SEVERE DISCIPLINE PROCEDURE

The following procedure will be followed with those students who do not respond to regular classroom discipline procedures.

1. The student will be issued a warning when he engages in an inappropriate nature of the student's behavior that precipitated the warnings.
2. Upon receiving the third warning, the student will be sent to the principals office along with the record sheet showing the times and reasons for the warnings.
3. The principal will review this discipline procedure with the student.
4. The student will return to class and continue to receive warnings if inappropriate behavior continues. The teacher will continue to note the times and reasons for additional warnings.
5. Upon receiving his sixth (6) warning of the day, the student will be sent to the office to serve an in-house suspension for the remainder of the day. Parents will be notified.
6. If a student receives a third in-house suspension within a period of 15-school days, the third in-house suspension will be changed to an at-home suspension. Parents will be required to pick the child up at school to begin serving his/her suspension.

DISCIPLINE AUTHORITY

Each teacher and staff member is authorized to impose disciplinary measures, other than suspension, expulsion, or corporal punishment, in accordance with Board of Education policies and school rules. All staff members, certified or non-certified, may use reasonable force as needed to maintain the safety of other students, school personnel, and school property.

DISCIPLINARY OPTIONS

The following are possible disciplinary options used by the administration and staff at Prairieview School when dealing with student misconduct and disobedience. Depending on the seriousness and frequency of the offense, the penalty may be more severe. All disciplinary matters are reviewed and handled on a case by case basis.

1. Student conferences or counseling
2. Warnings and discussions
3. Parent notification and parent conferences
4. Removal from the classroom
5. After school detentions
6. Behavioral contracts
7. Loss of social privileges
8. Removal from extra-curricular activities
9. Suspension from the school bus
10. In-school suspensions
11. Seizure of contraband
12. Out-of-school suspensions
13. Expulsion from school
14. Notification of the police

GUIDELINES FOR STUDENT CONDUCT

Students will be subject to discipline and possible suspension from school for the following reasons:

1. Fighting - including biting and kicking
2. Vulgarity (verbal or gestures)
3. Disrespectful behavior toward adults or students
4. Smoking or the possession of smoking materials
5. Drinking or the possession of alcoholic beverages or look-alike alcoholic beverages
6. Possession, use, or sale of illegal drugs
7. Defacing or destroying school and/or personal property
8. Theft of school or personal property
9. Lighting fires
10. Possession of weapons or look alike weapons
11. Possession of sexually explicit or pornographic material
12. Pulling the fire alarm device unnecessarily
13. Harassment of any type (verbal, physical, sexual)
14. Striking, pushing or in anyway making physical contact with a staff member
15. Wearing or displaying "gang" clothing, symbols or gang paraphernalia. Using any speech, either verbal or non-verbal, that shows affiliation or membership in a gang.
16. Disobeying directives from school staff members or school officials and or rules governing student conduct
17. Other behaviors which may endanger the health and safety of the students and the good order of the school

ANTI-BULLYING PROCEDURES

Everyone at Prairieview Elementary School is committed to making our school a Safe and Caring place for all students. We will treat each other with Respect, and we will refuse to tolerate bullying of any kind at our school.

The definition of bullying is as follows:

BULLYING IS UNFAIR AND MEAN. IT HAPPENS WHEN SOMEONE KEEPS HURTING, FRIGHTENING, THREATENING, OR LEAVING SOMEONE OUT ON PURPOSE.

Bullying behaviors include the following:

- Hurting someone physically by hitting, kicking, tripping, or pushing
- Threatening to hurt another person
- Teasing someone in a hurtful way
- Ganging up on someone
- Leaving someone out on purpose or trying to get other kids not to play with someone
- Using put-downs, such as insulting someone's differences or making fun of someone
- Spreading rumors or lies about someone
- Stealing, damaging or touching another person's property

Students at Prairieview Elementary School will follow the 3 R's of bullying

RECOGNIZE

- Recognize when bullying behaviors occur

REFUSE

- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh or join in when someone is being bullied

REPORT

- Report bullying to an adult immediately

PREVENTION OF BULLYING

- Closely supervise students in all areas of the school and playground
- Watch for signs of bullying and stop it when it happens
- Respond quickly and sensitively to bullying reports and incidents
- Provide immediate consequences for retaliation against students who report bullying
- Assign consequences for bullying based on the severity of the situation and the following guidelines

First Offense

- A teacher or another adult staff member will talk to the bully and victim about the misbehavior
- Problem solve using THINK ABOUT IT form
- Copy of form sent home to be signed
- Copy of form put in students' discipline file
- Issue appropriate consequences.

Second Offense

- A teacher or another staff member will send bully to the principal to discuss the misbehavior
- Problem solve using THINK ABOUT IT form
- Copy of form sent home and put in students' discipline file
- Parents/Guardians contacted
- Issue appropriate consequences

Third Offense

- A teacher or another staff member will send bully to the office
- The principal will complete a written referral and contact the parent/guardian
- A meeting will be held to develop a plan to change the behavior

Fourth Offense

- Possible short-term suspension

CHEATING/PLAGIARISM

Cheating in any form or manner, e.g. possession of a test, unauthorized use of a calculator, use of notes or note cards, sharing of information or copying information, will cause all participating students to receive a “zero” on the assignment, test or project on which the cheating occurred. Additional acts of cheating may result in further disciplinary action.

The definition of *plagiarism* is the practice of copying words, sentences or ideas for use in a written or oral assignment or examination without proper credit or attribution to the source.

When it is determined by a teacher or administrator that an assignment has been plagiarized, the student will receive a failing grade for that assignment. Students who provide their own materials to other students for the purpose of plagiarism may also be subject to disciplinary action.

CHEMICAL ABUSE POLICY

The Board of Education recognizes that student use of any mood altering chemical substance, including alcohol, is **illegal** unless prescribed by a physician. The unwarranted use of such substances is detrimental to individual development and undermines the good order of the school.

Being under the influence of any chemical or illegal substance, as defined above, is prohibited by the Board of Education. In addition, student use, possession, planning to possess, sale or transfer of drugs, drug paraphernalia, look-a-like drugs, tobacco, alcohol or other controlled substances on school property, while traveling to and from school, at school-sponsored activities, or on school buses, is also prohibited. Possession of an illegal substance is also defined as having “*reasonable access*” to the material or paraphernalia.

Any student found in violation of this policy is subject to a ten-day (10) out-of-school suspension and possible expulsion from school. In all such cases, a report will be filed with the local police department when a state or local ordinance has been violated. Further, students found in violation of this policy shall forfeit membership in any extra-curricular activities for a period up to twelve (12) weeks and they will be placed on social adjustment for a period of time determined by the administration.

If the parent or guardian chooses (at personal expense), the student can elect to participate in a substance abuse evaluation at a district approved prevention facility. If this choice is made and the student follows through with the recommendations from a certified drug and alcohol counselor, the suspension will be reduced to five days. This option is only offered on the first offense.

CORPORAL PUNISHMENT

The use of corporal punishment by school staff members is expressly prohibited. However, physical restraint (maintaining control by holding a student to prevent harm to self and others) is permitted where absolutely necessary in specific situations.

CUMULATIVE DISCIPLINE

In an effort to monitor student behavior throughout the course of the year, the administration will take into account repeated or frequent discipline problems of a minor nature. Such repeated or frequent minor disciplinary infractions that occur will be considered a major disciplinary infraction and subject to the gross disobedience or misconduct policy.

FIGHTING

Any student involved in aggressive behavior in school, on the school bus or at a school-sponsored activity may be suspended for a period of time up to ten (10) days. Involvement includes, but is not limited to: swearing, verbally provoking, hitting, wrestling or any other form of threat or intimidation as viewed significant by school officials. Repeated involvement will be viewed as grounds for a recommendation for expulsion. The school will assume no responsibility for establishing neither the origin of the dispute nor the extent of involvement.

GANG-RELATED ACTIVITIES

Membership in or affiliation with any gang will not be tolerated at Prairieview Elementary School. Any student involvement in any unauthorized social groups, gangs and/or gang-related activities on school grounds or at school-related events, including the solicitation of students to become gang members, the display of gang colors, "gang-type dress", symbols, paraphernalia and gestures is strictly prohibited. Students participating in gang-related activities or activities of unauthorized social groups will be subject to discipline which **will** result in suspension and/or possible expulsion from school.

GROSS DISOBEDIENCE AND MISCONDUCT

Gross disobedience and misconduct is any conduct or behavior which causes, or may reasonably lead school authorities to forecast, substantial injury or disruption of school activities or the rights of other students, school personnel or related personnel. Gross disobedience or misconduct may occur on the school grounds, on a school bus or at school-related functions. It may also occur away from school grounds, provided that a direct relationship exists between the conduct of the student and the school's educational function. Disciplinary action for gross disobedience or misconduct may range from an official warning to expulsion from school, as determined on a case-by-case basis.

GROUNDS FOR DISCIPLINARY ACTION

The following grounds for disciplinary action apply whenever a student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On or within sight of school grounds before, during or after school hours or at other times when the school is being used by a school group;
2. Off school grounds at a school-sponsored event or activity;
3. Traveling to or from school or a school activity or event; or
4. Anywhere, if the conduct may reasonably be considered to be a treat or attempted intimidation of a staff member, or an interference with school purposes

GUM CHEWING

Chewing gum is not allowed in school. This rule has been established for health and sanitary reasons.

HARASSMENT/BULLYING

Harassment of any type (verbal, physical, sexual) will not be tolerated at school, traveling to school or at any school sponsored activities. Acts of harassment or bullying should be reported immediately to the school administration. Students harassing or bullying others will be subject to school discipline. In severe repeated cases, police involvement will be sought. See Bullying Policy.

INAPPROPRIATE LANGUAGE

Expressions or statements which are offensive to any racial, ethnic or religious group are strictly prohibited. Students who fail to exercise care over their choice of language will be subject to disciplinary action.

LEAVING THE BUILDING

Students may not leave the building without permission from the principal or designee.

STUDENT DRESS AND APPEARANCE

Students are expected to dress in a manner appropriate for school. The following information should serve as a guideline for parents. Parent support and cooperation with the dress code is needed.

1. Blouses or shirts should be full in length -- no bare midribs, bare shoulders, or open back. Mini-skirts are discouraged
2. Shorts, with no holes, may be worn in an appropriate length (mid-thigh). Spandex shorts may be worn only under skirts or appropriate shorts
3. Shoes, appropriate for school, must be worn at all times
4. Sun dresses (with bare backs and/or shoulders) may be worn only with the addition of a T-shirt, blouse, or sweater
5. Clothes with suggestive pictures, drug or alcohol advertisements, profane wording or sexual innuendos, and/or gang-related clothing or symbols will not be allowed
6. Coats, hats, and jackets may not be worn in the school
7. All student clothing should be in good taste, sufficiently modest and appropriate for the age, gender, and maturity level of the child
8. Chains or chain wallets may not be worn
9. Clothing, jewelry, adornments, or cosmetic treatments which may be a distraction to the educational environment of the school or a health or safety hazard are forbidden
10. Students are not allowed to wear clothing that prohibits their ability to participate in P.E. class

Students who are judged by the administration to be in violation of the above guidelines will be required to change clothes or make adjustments to their appearance.

STUDENT SAFETY & STUDENT KNOWLEDGE OF RULE VIOLATIONS

Students are required to inform the faculty or administration about all matters of school safety and school rule violations. This includes knowledge of weapons, drugs, and threats to do harm to students, faculty, the school, or its property.

SUSPENSION/EXPULSION FROM SCHOOL

Students involved in acts of serious misconduct may be suspended from school for a period of one (1) to ten (10) days (see Guidelines for Student Conduct). Students suspended from school will be issued assignments, and are expected to have completed those assignments upon return to regular school attendance. Students committing acts of gross misconduct may be expelled from school for a period of up to 180 school days.

TECHNOLOGY MISUSE

Students will be subject to discipline for inappropriate use of technology and equipment. This includes, but is not limited to, unauthorized and inappropriate use of computers, scanners, modems, printers, E-mail, software, and the Internet. Students are not permitted to load or use unapproved software at school.

THREATS

Any student making threats or planning to make threats of bodily harm, force, coercion, intimidation, fear or similar conduct toward any member of the student body, faculty, staff or the school in general will be subject to disciplinary action. Threats can be verbal, written, or electronic form. Disciplinary action for these types of actions may range from an official warning to expulsion from school. The principal or designee shall notify the police in all matters involving threats of bodily harm.

WEAPONS/LOOK-A-LIKE WEAPONS OR ANYTHING TO BE USED AS WEAPONS

Students are forbidden to have weapons of any kind at school, on school grounds, on the school bus or at any school-related events or activities. A student, who uses, possesses or transfers a weapon (or look-a-like weapon) or any object that can reasonably be considered to be a weapon may receive a 5-10 day suspension or may be expelled for a period of time of at least one (1), but not more than two (2), calendar years. The School Board may modify the expulsion period on a case-by-case basis.

A weapon is defined as **any** object which may cause bodily harm including, but not limited to: firearms, knives, brass knuckles, billy clubs, etc. Other items such as baseball bats, pipes, locks, pens, bottles and pencils may be considered as weapons if used or attempted to be used to cause bodily harm. State law requires that the principal or his designee shall notify the police if any student is found in possession of a firearm or other dangerous weapon.

The above discipline rules and procedures were reviewed and affirmed by the Prairieview Discipline Committee in May, 2009.

Janeise Schultz, Principal

Parents

Mrs. Fish
Mrs. Burton
Mrs. Gibbons
Mrs. Linde

Teachers

Mrs. Strong
Mrs. Stainman
Mrs. Bell
Mr. Trinco

MISCELLANEOUS POLICIES

BEFORE AND AFTER SCHOOL CHILD CARE (BACC)

District 66 does operate an excellent child-care program for district students in grades K-5. This program is housed at Prairieview School. For information about this program, please contact B.A.C.C. – Cheryl Novotny at 630-783-5162 or cnovotny@ccsd66.org.

BICYCLE RIDERS/WALKERS

Bicycles are to be parked and locked on the rack in front of the school. The school is not responsible for bikes. Students must use extreme care when riding their bikes. Written parental permission must be on file in the school office before students may walk or ride their bikes to and from school.

BIRTHDAY TREAT PROCEDURE

Health and nutrition concerns are the basis for the following procedure regarding birthday treats.

Grades 3-5:

1. Treats must be prepackaged in individual servings
2. Treats arriving at school prior to lunch will be served at lunch. They will not be served for snack time
3. Treats arriving after lunch time will be sent home with students at the end of the day
4. No gum of any kind should be sent for a birthday treat
5. No balloons may be brought to school

BUILDING SECURITY

To control access to the school building and to provide a measure of security for our students only the front door near the school office is unlocked during school hours. All visitors must use this door and report to the office where they will be issued a visitors pass which must be worn at all times while visiting in the building.

COMPUTER EDUCATION

Prairieview School has a commitment to technology and computer education. Students have many opportunities to work with our computers throughout the school year. They have access to our automated IMC circulation system and library catalog.

DELIVERIES

Classrooms will not be interrupted for any deliveries including homework, books, projects, birthday treats or any other items. Teachers will be notified via e-mail and students may pickup items on their way to lunch.

EXTRA HELP FOR STUDENTS

Teachers often request that students arrive early or remain after school for additional help with their studies or makeup testing. Parents will be notified prior to such sessions. In all cases, parents must provide transportation for the pupil.

HALL PASS

Students are required to have a pass to be in the halls during class periods.

HOMEWORK

Students will be given sufficient homework assignments. Although some study time is available at school, assignments will need to be completed at home. It is suggested that a specific time be set for homework. Homework is important; it is the responsibility of the student to see that all homework is completed. The school supplies an "Assignment Notebook" that is used by all children to record their daily assignments. Parents are encouraged to review this book daily with their children. Late slips will continue to be used at Prairieview as a communication device to inform parents (before progress reports and/or report cards) that homework has not been turned in. Late slips will gradually be phased into our third grade program. There will be a grade deduction (building-wide) made for all missing/late assignments.

Returning to school for homework

Students may return to school for forgotten homework materials during office hours – Monday through Thursday until 4:00, Friday until 3:30. Please be aware that students will not be allowed to enter any locked classrooms or classrooms where meetings or conferences are being held.

IMC

The IMC (Instructional Media Center) is the library at Prairieview. It is a busy place with many types of learning materials for students and teacher use. These materials include: books, magazines, encyclopedias, video tapes, computers, computer programs and more. The IMC now features an automated circulation system, as well as student search stations. Online computer services are also available in our IMC. Every class meets weekly for library instruction, with additional time for book checkout. Additional class time is also available for student resource and computer use through the IMC.

INTERNET USAGE AND ACCESS

It is the school's goal to include the use of the Internet as part of the instructional program to promote educational excellence by helping with resource sharing, innovation and communication. Teachers may use the Internet throughout the curriculum during the school year.

Any use of the Internet must be consistent with the curriculum adopted by the district, as well as with the many instructional needs, learning styles, ages and abilities of the students. Internet usage must at all times comply with the selection criteria for instructional materials or media center (library) materials.

All use of the Internet at school must be in support of educational goals or research. At Prairieview School, the use of the Internet is a privilege for students, not a right. General rules for behavior, conduct and communication apply when using the Internet at Prairieview School. The District's *Authorization for Internet Access* contains the appropriate uses, ethics and protocol for student use of the Internet. It is important to note that electronic communications and downloaded material may be monitored or read by school officials at any time.

Each user of the Internet must sign the district's *Authorization for Internet Access* as a condition for using the school's Internet connection. Each student and his or her parent must sign the authorization form before being granted use of the Internet. The failure of any student to follow the terms for proper Internet usage will result in the loss of Internet privileges and/or disciplinary action.

LOCKERS

Students are assigned a locker in the halls for their books and other personal belongings. In case of failure of the locker to work properly, the student should report it to their teacher. Students are not allowed to enter the locker of another student. **The school is not responsible for items lost or stolen out of lockers such as trading cards, electronic games, money or any other valuable item.** Students are not allowed to paste pictures or other items in the inside of their lockers. Students should not write or mark on/in lockers. Any decorations displayed in the locker should be safe (i.e. plastic mirror vs. glass mirror). Materials that are located in the locker that are inappropriate will not be allowed. The school lockers remain the property of the school and are accessible to school authorities at all times. The administration reserves the right to inspect all school lockers if there is reason to suspect that unauthorized or illegal materials or weapons are being housed within a locker.

MONEY

Should money ever be sent to school, the money should be placed in a sealed envelope with the child's name, class, and purpose for the money written on the envelope. Students should not carry large sums of money to school.

NUTRITION

Congress passed the Child Nutrition and WIC Reauthorization with the objectives of improving the school nutrition environment, promoting student health and reducing childhood obesity (PL 108-265, Sec. 204). In addition, Public Act 094-0199 requires the Illinois State Board of Education to establish a state goal that all districts promote the improvement of the school nutrition environment.

PARENT VOLUNTEERS

Parent volunteers are invited and welcome at Prairieview School. All adults who volunteer in the schools or chaperon field trips must have a Volunteer Information Form on file at the school. Forms are reviewed by school personnel. These forms are in the registration packets and are available in the office. For more information refer to School Board Policy 6:250.

PERSONAL PROPERTY

Students are discouraged from bringing personal items such as radios, computer games, cameras, or CD players to school. Personal items of this sort are not allowed in the classrooms or the lunchroom. These items will be confiscated and returned to the parent if misused. Students should not carry these items with them during the school day. The school is not responsible for any personal property brought to school.

PHOTO RELEASE

From time to time photos are taken of school events and activities. A photo release permission slip is provided during registration.

SCHOOL PARTIES

Four (4) parties are held each year for students: Halloween, Winter Holiday, Valentine, and End-of-the-Year Picnic.

SCHOOL SUPPLIES

For student convenience, a paper and pencil machine is maintained at Prairieview School. Students may purchase supplies before school, during lunch, and after school. Students wishing to use the paper and pencil machine should bring exact change. The office will not make change for such items.

SEX EQUITY - Title IX

In compliance with Federal law, Prairieview School does not discriminate against anyone on the basis of sex, race, or religion. If you feel you have experienced discrimination of this nature, please contact the Office of the Superintendent of Schools at 630-783-5000.

SPECIAL SERVICES FOR STUDENTS

Center Cass District 66 provides a full range of special support services for students. These services include special education instruction, gifted and talented programs, speech and language therapy, social work, physical and occupational therapy, remedial reading (grades K-2), Title I remedial reading (grades 3-5) and academic learning strategies support at the junior-high level. If you feel that your child may need any of these services, or if you have concerns about your child's school progress or adjustment, please contact the building principal for assistance and/or information regarding the referral process for special services.

STANDARDIZED TESTING

All students will take the ISAT Assessment and Iowa Basic Skills early in the spring. Results of these tests will be available to parents. In addition, selected students will take the Otis-Lennon Test of Mental Abilities.

TELECOMMUNICATION DEVICES (cellular phones, pagers and other devices)

Students are not allowed to possess or use electronic pager, two-way radios or walkie-talkies while in school. The possession of a cellular phone at school is discouraged. Cellular phones are to be turned off during school hours. The use of a cellular phone during school hours is forbidden unless an emergency situation that threatens the safety and well-being of the student, other students or staff members exists. The school is not responsible for lost or missing cellular phones.

TRANSPORTATION

To insure safety, bus services are provided for all students.

TEXTBOOKS AND EQUIPMENT

Every student is responsible for the proper use and care of school equipment and books. If books and/or equipment are lost, damaged or defaced, a charge will be assessed to the student. It is recommended that all textbooks be covered to protect them.

VISITORS TO SCHOOL

Visitors wishing to attend any student assemblies must have prior approval from the administration. Prairieview Elementary School does **not** accept non-enrolled student visitors in classes or at school-sponsored activities, dances, class trips, athletic contests, etc.

PRAIRIEVIEW PARENT-TEACHER ORGANIZATION

The Prairieview P.T.O. is one of three active building P.T.O.'s that operate under the guidance of a District P.T.O. Board. Several district-wide fund raisers are conducted each year to generate funds that are distributed to the buildings per their respective P.T.O. budgets. In addition, each building P.T.O. conducts a limited number of activities within its building. Monies earned by the P.T.O.'s are used to fund activities and purchases which benefit our students.

Prairieview P.T.O. officers for the 2009 - 2010 school year are:

President	Maureen Gibbons
Vice-President	Pam Topp
Secretary	Sue O'Connor
Treasurer	Linda Vetter